

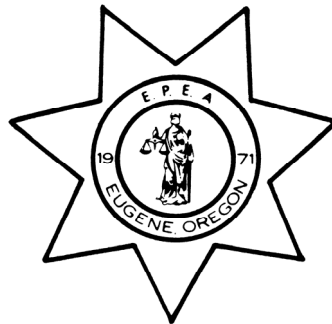
CONTRACT

BETWEEN

THE CITY OF EUGENE

AND

**THE EUGENE POLICE
EMPLOYEES' ASSOCIATION**



EFFECTIVE JULY 1, 2005 - JUNE 30, 2008

TABLE OF CONTENTS

PREAMBLE.....	1
Article 1 RECOGNITION.....	1
Article 2 SERVICE FEES AND CHECKOFF	1
Article 3 ASSOCIATION SECURITY	2
Article 4 MANAGEMENT RIGHTS.....	2
Article 5 POLICE SERVICE EFFECTIVENESS	2
Article 6 CITY SECURITY.....	3
Article 7 ASSOCIATION BUSINESS	3
Article 8 CONTRACT NEGOTIATIONS.....	5
Article 9 BULLETIN BOARDS.....	5
Article 10 OUTSIDE EMPLOYMENT	6
Article 11 SENIORITY.....	7
Article 12 PROBATIONARY PERIOD.....	10
Article 13 LAYOFF	10
Article 14 HISTORICAL BENEFITS/WORK RULES.....	11
Article 15 WORKING OUT OF CLASSIFICATION	12
Article 16 SALARIES.....	13
Article 17 HOURS--OVERTIME	14
Article 18 TIME OFF IN LIEU OF HOLIDAYS	20
Article 19 VACATIONS	21
Article 20 STANDBY COMPENSATION.....	22
Article 21 DEFENSE & INDEMNIFICATION.....	22
Article 22 LIFE INSURANCE	24
Article 23 HEALTH AND ACCIDENT INSURANCE.....	24
Article 24 RETIREMENT	26
Article 25 LONG-TERM DISABILITY INSURANCE.....	27
Article 26 WORKERS' COMPENSATION.....	27
Article 27 SICK LEAVE	28
Article 28 COMPASSIONATE LEAVE	29
Article 29 MILITARY LEAVE	30
Article 30 WITNESS OR JURY DUTY	30
Article 31 LEAVE WITHOUT PAY.....	31
Article 32 MILEAGE RATE AND TRAVEL EXPENSES	31
Article 33 WORK EQUIPMENT REIMBURSEMENT.....	31
Article 34 CLOTHING ALLOWANCE.....	32
Article 35 GRIEVANCE PROCEDURE.....	32
Article 36 DISCIPLINE AND DISCHARGE	34
Article 37 PERSONNEL RECORDS.....	35
Article 38 PROMOTIONS.....	36
Article 39 PARKING	37
Article 40 USE OF ALCOHOL AND DRUGS.....	37
Article 41 TIME TRADING	41
Article 42 COMMUNICATIONS TRAINING	42

Article 43	TERMINATION	43
Article 44	SAVINGS CLAUSE.....	44
Appendix A	EPEA SALARY SCHEDULE	45
Appendix B	EPEA SALARY SCHEDULE	46
APPENDIX C	EPEA PREMIUM PAY PLAN.....	47
APPENDIX D	SUMMARY OF BENEFITS	49
MOU's.....		55
INDEX		69

PREAMBLE

This CONTRACT is entered into between the City of Eugene, Oregon, hereinafter referred to as the City, and the Eugene Police Employees' Association (EPEA), hereinafter referred to as the Association.

The purpose of this CONTRACT is to establish an agreement between the City and the Association on matters of wages, hours, and other terms of employment.

Article 1 RECOGNITION

- 1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other terms and conditions of employment for all members of the bargaining unit. The bargaining unit includes all employees within the classifications listed in Appendix A.
- 1.2 People hired as temporary employees are not covered by this contract. Temporary employees are hired to work on a temporary, seasonal, occasional, or on-call basis for no more than 520 hours in a calendar year, unless the Association agrees to an exception. It is not the intent of this Agreement to allow for a temporary position to be filled on a regular, on-going basis. Temporary employees will not be assigned to work in a sworn capacity or to perform any duties requiring sworn status. The City will give the Association prior notice of any temporary employee to be hired and what work s/he will be performing. The City agrees to meet with the Association and discuss any concerns regarding the use of temporary employees. If the Association raises a legitimate safety concern, the City agrees not to assign the temporary employee the work that is causing the concern until the issue is resolved. The use of temporary employees will not result in the loss of any regular EPEA positions.

Article 2 SERVICE FEES AND CHECKOFF

- 2.1 Any regular employee who is hired by the City for a position which is represented by this bargaining unit must join the Association within thirty (30) days of employment or designate themselves as Fair Share. All such employees shall have deducted from their pay each pay period by the City, as a condition of employment, an Association dues for labor organizational purposes as lawfully authorized to the Association. Dues deduction for an employee may be made only if the accrued earnings of the employee are sufficient to cover the dues after all other authorized payroll deductions for the employee have been made. The Association shall assume the liability for all checkoff matters beyond the City's responsibility to make deductions in accordance with this Article.
- 2.2 An employee who objects to membership in the Association on the basis of religious tenets or teachings of a church or religious body, of which such employee is a member, shall inform the City and the Association of the objection. The employee shall establish with the representatives of the Association an arrangement for contributing to a non-religious charity an amount of money equivalent to regular Association membership dues.
- 2.3 Fair Share Employees - The parties recognize that the Association represents every member of the bargaining unit. Any employee who, thirty (30) days after his/her date of hire, is not a member of the Association or any employee who chooses not to remain a member of the Association shall proportionately and fairly share in the cost of the collective bargaining process. The cost per

bargaining unit member for labor representation shall be fixed by the Association. Such fair share amount shall be deducted each pay period from the compensation of each non-member and remitted each pay period in the aggregate to the Association.

- 2.4 An authorization for payroll deductions may be canceled upon written notice to the City and the Association before the 20th day of the month in which the cancellation is to become effective, subject to the provisions of Article 2.1, above.
- 2.5 The City shall not be liable for checkoff errors but shall make proper adjustments with the Association for errors as soon as is practicable. In no case shall such an adjustment extend beyond the following pay period.

Article 3 ASSOCIATION SECURITY

Employees have the right to self-organization, to form, join, or assist labor organizations, and to bargain collectively through representatives of their own choosing. There may be no discrimination against an employee covered by this contract because of his/her Association membership or activities.

Article 4 MANAGEMENT RIGHTS

The City shall retain the exclusive right to exercise the customary functions of management, including, but not limited to, directing the activities of the Department; determining the levels of service and methods of operation, including subcontracting and the introduction of new equipment; the right to hire, lay off, transfer, and promote; to discipline or discharge for cause; to determine work schedules and assign work; and any other such rights not specifically referred to in this agreement. Management rights, except where abridged by specific provisions of this agreement, or State Public Employee Collective Bargaining Law, are not subject to the grievance procedure.

Article 5 POLICE SERVICE EFFECTIVENESS

- 5.1 The delivery of essential municipal services in the most efficient and effective manner is of paramount importance and interest to both the City and the Association. Maximized service to the community is recognized to be a mutual desire of both parties within their respective roles and responsibilities. Work procedures, schedules, and assignments for improving services shall be established and revised from time to time, in accordance with management rights under this agreement, so long as no other right guaranteed under this agreement or the continuing duty to bargain under Oregon law is violated. The parties agree to confer at mutually convenient times to discuss means of increasing departmental effectiveness.
- 5.2 If the City anticipates a reduction in force due to the introduction of new equipment, then the City will consult and confer with the Association regarding reasonable methods to manage the impact on bargaining unit members.
- 5.3 The City will not expand reserve officer duties unilaterally without consultation and agreement with EPEA. Reserve officers will be assigned as a back-up officer to a regular officer, and will be in the immediate presence of the regular officer except for necessary short separations which may occur

during the course of duties. A reserve officer who has completed his/her field training may be assigned to work alone in selected assignments, such as foot patrols in downtown, park areas, and traffic control, but only in conjunction with a regular officer working the same assignment available to provide whatever assistance or direction is required.

- 5.4 Should the City consider subcontracting existing police services, it shall notify the Association in writing at least thirty (30) days prior to the proposed implementation date what it is considering subcontracting. Upon request from the Association, the City shall provide the Association with all available information necessary to assist the Association in understanding and evaluating the proposal under consideration. If the Association is not in agreement with the City's decision, it must indicate in writing within ten (10) business days after receipt of the City's notice that it is dissatisfied and wishes to meet and negotiate the impact of the City's proposal. All other rights and obligations of the Association and the City concerning subcontracting shall be as provided in this agreement, applicable laws, rules, or decisions.

Article 6 CITY SECURITY

- 6.1 Neither the Association nor an employee may strike, slowdown, picket, boycott, or otherwise interrupt work during the term of this contract. The City may not lock out employees during the term of this contract.
- 6.2 If a strike, slowdown, picketing, boycott, or other interruption of work occurs, the City shall notify the Association of the existence of that activity and ask the Association whether it has authorized that activity. The Association shall respond immediately in writing to the City's request.
- 6.3 Upon receiving notice of such activity, whether authorized or not, the Association shall take all reasonable steps to terminate the activity and induce the participating employees to return to work.
- 6.4 An employee who participates in a strike, slowdown, picket, boycott, or other interruption of work in violation of this Article may be disciplined, up to and including discharge.
- 6.5 Actions for monetary damages arising from alleged violations of this Article are not subject to the grievance procedure of this contract. This Article may be enforced in a court of competent jurisdiction. The Association shall not be liable for actions of individual employees, provided it has taken reasonable steps to prevent violations of this Article.

Article 7 ASSOCIATION BUSINESS

- 7.1 Official Association representatives shall be allowed reasonable time off, without loss of pay during their normal working hours, for the purpose of meeting with the City for negotiations, grievance meetings, internal investigatory interviews, Benefits Study group, employee representation, and other similar purposes. A member of the Executive Board of the Association shall specify to the City, in writing, those members serving as such representatives. If the City believes the amount of time spent on employee representation is unreasonable, the Association agrees to meet with the City to discuss their concerns.

- 7.2 The City will allow three hundred seventy five (375) hours per fiscal year for designated Association representatives to attend training and Executive Board meetings and perform other Association business outside normal representation activities. If the three hundred seventy five (375) hours are reached within a fiscal year, the City agrees to meet with the Association and discuss additional hours being granted.
- 7.3 Reasonable notice of time off for Association business shall be given to the City prior to the use of such time off. If the Association provides thirty (30) days notice, the City will provide reasonable time off from duty for five (5) Executive Board members to attend the regularly scheduled quarterly membership meetings. All work time spent on Association business must be coded appropriately in accordance with Articles 7.1 and 7.2 above.
- 7.4 Whenever possible, Association business shall be transacted so as to avoid unreasonable disruption of the work of "on-duty" bargaining unit members.
- 7.5 It has always been the City's position that City equipment should only be used for City business because of the ethical and legal parameters regarding the expenditure of public funds for public purpose. However, the City believes there is a benefit to the organization, and indirectly to the citizens, in providing a means for Association Representatives to communicate both with City managers and, in some circumstances, with bargaining unit members in an expeditious and reliable manner. Therefore, the City has agreed that official EPEA Representatives may use the City's e-mail system for the following purposes:
- a. To communicate with management employees regarding matters of labor relations or related topics;
 - b. To communicate with management or union employees in order to set or give notice of meetings related to City/Association issues;
 - c. To inform members of the status or outcome of bargaining, grievances, or issues between the City and the Association when there is a critical need to disseminate the information immediately and thoroughly, if it is done in a factual or neutral manner; and,
 - d. To communicate information regarding an individual member's welfare, as long as it doesn't violate any legal requirements for confidentiality, such as the Americans with Disabilities Act (ADA), or compromise an individual's right to privacy.
- 7.6 Individual EPEA members may use the City e-mail to communicate with official Association representatives to clarify a contract provision, to ask advice regarding a specific work situation that has occurred, or to inquire about the status of a grievance or investigation they are involved in.
- 7.7 The Association agrees to comply with all terms of the City's general policy on the use of City equipment and e-mail, except where the terms of that policy are superseded by the terms of this agreement. The Association agrees not to use e-mail for any fund-raising or political purposes, except those allowed by City policy. The Association agrees that e-mail communications will meet the standards generally required for any communications between City and Police Department employees. The Association recognizes that the City's e-mail system is the exclusive property of the City, and that any communications or files generated or distributed by the Association on the system may be accessed by the City according to the City's general policies. The Association also

recognizes that communications over the City's e-mail system may be public records open to public examination, unless an exemption applies.

- 7.8 The Association agrees that all other policies related to the use of work time and the use of City property or resources for personal or Association business continue to apply.
- 7.9 If the City finds that the Association has violated this agreement, the City may deny the Association further use of its e-mail system. If the City finds such a violation, it will bring the violation to the Association's attention and attempt to resolve any disagreement.

Article 8 CONTRACT NEGOTIATIONS

- 8.1 The negotiating team of each side shall not exceed six (6) members, including legal counsel, when meeting to secure contract renewal. Whenever such meetings are scheduled during the duty hours of the Association representatives attending, the representatives will be allowed to attend without loss of pay. The City acknowledges the Association's right to designate bargaining representatives. Wherever possible, the Association agrees that such designations shall take into consideration the City's operational needs. Whenever subjects are discussed in the course of negotiations for which each side may require additional personnel with special knowledge of the subject matter under discussion, each side may increase the negotiating team as may be reasonably necessary for that subject matter.
- 8.2 Association representatives who attend scheduled bargaining sessions outside their regularly scheduled hours will be allowed to flex their work schedule up to their regularly scheduled work hours, unless there is an operational requirement that precludes allowing the time off. No overtime will be incurred by the City as a result of time spent at the table or flexed as a result of bargaining time. The flex-time must be arranged in advance with the employee's supervisor.

Article 9 BULLETIN BOARDS

- 9.1 The City agrees to provide bulletin boards for use by the Association as follows: 1) one bulletin board within the Police Division (upstairs); 2) one bulletin board in the vicinity of the briefing area (downstairs); 3) an additional location at the Police Department; and 4) space on the bulletin board in the Communications Center, or alternate locations mutually agreed to by the City and the Association. The Association shall limit its postings of information to those spaces.
- 9.2 The parties agree that the bulletin boards shall be used to keep the members of the Association better informed of its representational activities.
 - a. All materials posted on the Association bulletin boards shall be approved by an Association officer and shall bear the approving officer's signature. The Association agrees to accept full responsibility for the contents of any materials posted on their boards.
 - b. No City employee, except EPEA Executive Board members, will post, remove, alter or enter the EPEA-designated locking bulletin boards.

- c. EPEA will determine what materials are representational and is solely responsible for any and all materials posted within its bulletin boards.
 - d. If a supervisor or manager has a concern about any item posted on the EPEA boards, they will contact either the President or Vice-President of the EPEA. The EPEA agrees to meet and discuss the concerns with the City. If the City believes something posted on the EPEA's boards violates the parameters established in this Article, and the City and the EPEA are unable to reach a resolution through discussion, the grievance procedure will be used to settle the issue. The selected arbitrator will have the authority to settle the grievance within the scope and authority provided in this contract.
 - e. If the City and EPEA are unable to reach agreement regarding the appropriateness of the item, the item will be removed until the dispute resolution process is completed. The City agrees to allow the Association to utilize the City's copier or print shop and distribution system to circulate the item to bargaining unit members. The City agrees to cover the cost of distribution initially. If the arbitrator rules in the City's favor, the Association will reimburse the City for cost.
- 9.3 The Association may, at its own expense, provide a covered, locking bulletin board in designated locations.

Article 10 OUTSIDE EMPLOYMENT

- 10.1 Employees employed other than with the City must, as soon as reasonably practical, advise the Chief or his/her designee of such employment on forms provided by the City for that purpose. For purposes of this Article, employment includes all paid employment, on-going self-employment, volunteer firefighter, and reserve law enforcement officer. A request by a member of the bargaining unit to work at outside employment must be approved by the Chief or his/her designee. In order to be approved, the outside employment must:
- a. In no way detract from the efficiency of the employee in the performance of his/her City duties;
 - b. In no way discredit the Department or the City;
 - c. Not create a conflict of interest with the employee's City employment; and,
 - d. Not take preference over extra duty required by City employment.
- 10.2 It is also understood that:
- a. Workers' Compensation benefits through the City will not be received for illnesses or injuries resulting from outside employment;
 - b. Under no circumstances may City equipment or resources be used in outside employment; and,
 - c. An employee cannot be a contractor or a sub-contractor on City projects, unless an exception is granted by the City.

- 10.3 The Chief or his/her designee may, at any time, revoke permission for outside employment if, in his/her judgment, such employment is contrary to the requirements above. Such judgment shall be based on a reasonable standard.

Article 11 SENIORITY

- 11.1 Bargaining unit seniority means the length of an employee's continuous service since his/her last date of hire by the Department. Those employees with the same hire date will decide their respective seniority by lot.
- 11.2 Any part-time employee hired after November 2, 2000 will receive seniority credit on a pro-rated basis. Prior to the annual rotation process, part-time employees' seniority dates will be adjusted annually based on the number of hours utilized by the City to determine pro-rated benefits.
- 11.3 In the event a City employee from another bargaining unit transfers into the Department, his/her seniority will be established in accordance with Article 11.1, except such an employee will not lose accrued vacation, sick leave time, or other accrued personal time. An employee who leaves the bargaining unit and maintains regular, continuous employment with the City and subsequently returns to the bargaining unit shall be credited with previous time within the bargaining unit for seniority purposes.
- 11.4 If an employee is on leave without pay for one (1) calendar month or more, his or her seniority date will be adjusted to reflect the deduction of the time of leave without pay, as described in Article 31.4. Employees who are on leave without pay due to a valid worker's compensation claim, qualifying Family Medical Leave, military leave, or other statutorily protected leave shall continue to accrue seniority while on an approved leave of absence.
- 11.5 The City will provide the Association with copies of the seniority list on July 1 of each year and shall post the list in conspicuous places available to employees.
- 11.6 Communications employees' primary vacation requests: Following shift assignments for a calendar year, all eligible employees will be given the opportunity to sign up for a primary vacation in seniority order. Sign-up will take place over a three (3) week period. Employees must sign up on the day they receive the sign-up sheet. Supervisors will review each sign-up to ensure that guidelines have been followed and to approve the time off request prior to allowing the next most senior employee to exercise their seniority privilege. Following the initial primary vacation sign-up period, time off requests must follow the procedures outlined in Article 11.7, below.
- 11.7 Preference in vacation scheduling, extra days off, or other choices in which the City allows seniority to be the deciding factor for selection shall be by bargaining unit seniority. Time off requests will be administered by work unit as defined in Article 17.

- a. Employees will be allowed to designate one request for time off as their primary vacation period (which may be charged to vacation, holiday, or compensatory time off) per calendar year, which must be designated as such at time of submission. If an employee's first scheduled vacation preference cannot be granted because of circumstances beyond the City's control, the City will make every effort to allow the employee his/her next vacation preference. Primary vacation requests will be posted for fifteen (15) calendar days prior to approval and will take precedence over all other unapproved requests for time off, except a primary vacation request submitted by a senior employee within the posting period.
- b. Requests for time off will be submitted to the supervisor who will note the date posted and post the request in a designated location accessible to the work unit. Senior employees have fifteen (15) calendar days for primary vacation requests and five (5) calendar days for all other time off requests to exercise their right to request the same time off. It may be necessary to hold a five-(5) day posting for additional days if a primary vacation request for the same time is received during the five (5)-day period. If no one exercises his/her seniority within the designated period, the supervisor will approve the request if it is consistent with operational requirements. Once the approval is granted, the employee may not be bumped from the scheduled time off by another employee. If an employee is denied time off, and it later becomes possible to allow an additional employee off on a date that was denied, the employee who was denied the time off, who would have otherwise been granted the time off, will be offered that time off and have precedence over any subsequent request for that date off.
- c. If a request for time off is submitted within five (5) calendar days of the requested time off, the supervisor will poll those members of the unit who are working and may approve the request unless senior employees exercise their seniority at that time, except as listed below:
 - 1) An employee may not request time off while the work unit is off duty except to request the next work day off. Approval shall be on a first-come, first-serve basis.
 - 2) Requests to secure early made during the shift will be evaluated and approved on a first-come, first-serve basis, except that employees who have previously requested time off for that date, and have been denied, will be given preference in securing early.
- d. Primary vacations or vacation time requested in blocks of at least five (5) days may be submitted at any time. All other requests for time off may not be submitted more than ninety (90) days prior to the requested time off. In no case will the five (5) calendar days or fifteen (15) calendar days for primary vacations posting period begin to run until the affected supervisor and work unit is identified and advised of the request.
- e. In the event that conflicts exist between requests for time off from employees in different work units (e.g., different teams assigned to the same shift), time off will be approved in the priority defined in 11.6.h below. Seniority will be the deciding factor between requests of the same type, providing the requests were submitted within the designated posting period for all affected employees. If the designated posting period has elapsed, preference will be given to the earliest request submitted.
- f. Primary vacations, or time off scheduled in blocks of at least five (5) days, will not be canceled once they are approved unless the employee voluntarily transfers to another work unit or, in emergency situations, where operational requirements dictate.

- g. Time off and time off requests will follow the below listed priority schedule:
 - 1) Approved time off. (Approved time off cannot be bumped by any other time off request by any other employee.)
 - 2) Primary vacation.
 - 3) Time taken in blocks of five (5) days or more for those on a 5/8 schedule or four (4) days or more for those on a 4/10 schedule.
 - 4) Time taken less than five (5) days in duration, except for primary vacations.
 - h. Bargaining unit members' time off requests will not be disapproved solely because of a conflict with a unit supervisor's time off, unless the supervisor's time off has been previously approved and there is an operational reason for denying the time off request. In order to provide notice to employees of approved supervisory time off, a schedule of approved supervisory time off will be available in each work area.
 - i. In the contract provisions outlining the process to be used for requesting time off, all references to time off taken in blocks of at least five (5) days shall be applied as four (4) days for employees on a 4/10 schedule, as indicated in 11.6.b.
 - j. Employees who choose to cancel an approved vacation day or return to work early from a vacation must give their supervisor a minimum of forty-eight (48) hours notice. Exceptions to the notice requirements will not be unreasonably denied by the City.
- 11.8 Requests for changes in duty assignment based on demonstrated employee hardship will be considered and will normally be granted if, in the City's judgment, operational efficiency and effectiveness will not be negatively affected. If the request is not granted, the reason for denial will be communicated to the employee, in writing, if requested.
- 11.9 In the event that the Department requests applications from eligible employees to fill a vacant position or assignment, seniority shall be a factor considered by the City in making its final selection. The Department will normally post such positions for fifteen (15) days. Seniority shall be the deciding factor considered in such selections, if all other qualifications have been determined by the City to be equal.
- 11.10 Employees will be allowed to indicate shift assignment preferences in a sign-up procedure established by the Department. Those preferences will be reviewed in seniority order except when the Department determines that special skills, as defined in Article 17.1.e, require otherwise. The Department will consider indications of preference along with seniority and the efficiency and effectiveness of police services in making final assignments. Employees may be required to rotate between such sign-ups.
- 11.11 An employee shall lose all seniority in the event of voluntary quitting or discharge. Failure to report for three (3) consecutive working days without authorization or notice shall be considered a voluntary termination unless the City determines to the contrary or the employee shows good cause for the failure to make the required notice.

Article 12 PROBATIONARY PERIOD

- 12.1 An employee shall not be considered a regular employee until s/he has completed the entry probationary period. The entry probationary period shall be twelve (12) months for all classifications other than Police Officer and Communications Specialist. The entry probationary period shall be eighteen (18) months for all sworn Police Officers and Communications Specialists. Prior to completion of the entry probationary period, employees who are discharged or otherwise disciplined may grieve such disputes through the contract grievance procedure, terminating at the completion of Step 3. In special circumstances where an employee is absent from work or working in a different capacity for more than a thirty (30) day period, the City may extend probation for the equivalent amount of time with the consent of the Association.
- 12.2 Employees promoted within the unit shall be subject to the probationary period for their new classification. A promoted employee, while on probationary status, will be returned to his/her former classification if, in the supervisor's judgment, the employee is not meeting the standards of the higher classification.
- 12.3 Disputes concerning an employee's rejection during probation are not arbitrable.
- 12.4 If requested by the Association, the City shall provide all documentation from the employee's field training files, including the daily observation reports, biweekly evaluations, and rotation summaries and the letter of termination for any probationary employee who is terminated.

Article 13 LAYOFF

- 13.1 Classification seniority means the length of an employee's continuous service in a classification series since his/her last date of hire in the classification. Layoff of employees shall be in the inverse order of their classification seniority unless, in the City's judgment, the retention of special skills requires layoff on another basis.
- 13.2 The City will provide the Association a list of those persons who occupy special skill positions in advance of any layoff. In the event that a designated person ceases to be able to function in a special skill area, the City may designate a replacement at that time. Special job skills for layoff and recall are defined to be any of the following:
- a. Training in a specialized field of knowledge;
 - b. Involvement in or knowledge of specialized projects, operations, or equipment; and
 - c. Skills or knowledge not readily attainable by, or available to, other employees in the same classification.
- 13.3 Except in the event of an emergency, no fewer than thirty (30) days notice will be given to employees the City intends to layoff.

- 13.4 An employee scheduled for layoff may elect to displace an employee in a lower classification within the classification series, provided:
- a. The employee is qualified to perform the job duties of the lower classification; and,
 - b. The person displaced has less seniority than the person displacing him/her.
- 13.5 The City agrees, to the extent practicable, to allow employees to transfer or demote to other open positions for which they are qualified in lieu of layoff.
- 13.6 An employee shall be called back from layoff according to seniority in the classification from which the employee is laid off within the Department unless, in the City's judgment, special skills require call-back on another basis.
- a. Recall status shall not extend beyond five (5) years.
 - b. It shall be the responsibility of employees on recall status to notify the City of their continued interest in employment every six (6) months. Employees must notify the City in writing. The letter must be hand-delivered to the Human Resource and Risk Services Department or sent by registered or certified mail. Employees who fail to notify the City within fourteen (14) calendar days of the six (6) month deadline will be removed from the recall list.
 - c. It shall be the responsibility of employees on recall status to maintain a current address on file with the City's office of Human Resource and Risk Services. The City may notify employees of recall in person, by telephone or, if necessary, by certified letter mailed to the employee's last address on file. Any employee who fails to report for work within fourteen (14) calendar days of such notice shall be removed from the recall list.
 - d. Employees returning from recall status must meet all mandatory standards for their classification and may be required to participate in a classroom or field training program as determined by the City or required by statute.
- 13.7 Employees on recall status are not eligible for any economic benefits specifically provided under the terms of this agreement. Nothing in this Article restricts the prerogatives of the City to determine the financial necessity of reducing service or the form or duration of layoff.
- 13.8 The City agrees to make the employees' health insurance benefits available to employees on recall status for a minimum of eighteen (18) months from the date of layoff, provided the employee reimburses the City by the first day of each month for the cost of the monthly premium.

Article 14 HISTORICAL BENEFITS/WORK RULES

- 14.1 To the extent that any proposed changes in work rules or working conditions consist of, or affect, mandatory subjects of bargaining, the City agrees to collectively bargain the mandatorily negotiable aspects of the change(s). If an impasse develops in such negotiations or in such bargaining, the matter will be submitted directly to the arbitration level in the grievance procedure in this agreement for final and binding resolution. Employees will have access to all applicable work rules.

- 14.2 The City agrees to make available to each employee of the bargaining unit a copy of the Employee Handbook, the Police Operating Manual, and any other City or department policies they are held accountable to know and follow, and a copy of this contract to be printed by the Association. Manuals will be available online and in each work section. Employees will be offered a hard copy. All updates to manuals will be distributed electronically. All employees will be provided ready access to copies of their respective operating manuals. Sufficient copies of the operating manuals shall be made available to employees preparing for promotional opportunities. In addition, copies of all operating manuals and the City's Administrative Policy and Procedures Manual will be provided to the Association.

Article 15 WORKING OUT OF CLASSIFICATION

- 15.1 An employee designated to act in a capacity in a higher position than his/her regular classification shall receive a five percent (5%) pay increase after either:
- a. One (1) day in the assignment; or
 - b. One (1) day or the equivalent number of hours in a calendar month in the position. Such increase shall be retroactive to the first day in the assignment and continue for either the remainder of the assignment in 15.1.a above or the remainder of the calendar month in 15.1.b above. The length of such an assignment normally shall not exceed one (1) year.
- 15.2 Employees, who serve as primarily assigned field training officers for a Police Officer, Communications Specialist, or Community Service Officer and who are not in a lead classification, will receive a ten percent (10%) pay increase while working in that capacity. Police Agents who serve as primarily-assigned field training officers for a Police Officer will receive a five percent (5%) pay increase while working in that capacity. For absences of one (1) day or less, field training officer pay will not be discontinued. Other employees who perform coaching duties and are not in a lead classification (lead classes are Agents, Lead Communications Specialists, Community Service Officer C's, and Records Specialist B's) will receive a five percent (5%) pay increase for all hours worked in that capacity. Coaching is defined as the assignment of an experienced employee to train, evaluate, and supervise the activities of a newly-assigned employee.
- 15.3 Should the City desire to designate any new lead positions which are proposed to be exempt from the provisions of this section, the City agrees to collectively bargain the wages for the new lead position (whether the position is newly created or is the result of changed job duties of an existing position). Any wage adjustment resulting from such negotiations shall be retroactive to the date of the creation of the new or amended classification.
- 15.4 Police Officers may be assigned to an investigation section either in a regular detective position or in a rotational detective position which allows them the opportunity for training and career enhancement. Rotational assignments will generally last no longer than twelve (12) months. Any Police Officer assigned as a detective will receive five percent (5%) working out of classification pay for the time of the assignment.

Police Officers or Agents assigned to act in the capacity of a Sergeant in Violent Crimes, Vice Narcotics Unit, or Property Crimes will receive an additional two and one half percent (2.5 %) increase for the assignment for a total of seven and one half percent (7.5 %) increase, with an

agreement by the employees to waive compensation for phone calls received outside of regular working hours.

Police Officers assigned to be the Police Training Coordinator or the Court Liaison for the department will receive a five percent (5%) differential for the time of the assignment.

- 15.5 An employee who is appointed to act in the capacity of a supervisor remains a member of the bargaining unit, but s/he shall assume all of the duties and be subject to the working conditions of the other supervisors of similar rank for the duration of the appointment.
- 15.6 When an employee chooses to exercise his/her right to overtime or other rights as designated by this agreement which are outside the duties of an acting-in-capacity supervisor, the employee shall revert to his/her normal rank and salary for the purpose of exercising those rights.

Article 16 SALARIES

- 16.1 Effective July 1, 2005 increase the wages for all bargaining unit members by three percent (3%). Effective July 1, 2005 increase the wages for all Communications Specialists by an additional three percent (3%).
- 16.2 Effective July 1, 2006 increase the wages for all bargaining unit members by three and one half percent (3.5%). Effective July 1, 2006 increase the wages for all Communications Specialists by an additional one percent (1%).
- 16.3 Effective July 1, 2007 increase the wages for all bargaining unit members by an amount equal to the CPI-W annual average with a minimum of three percent (3%) and a maximum of five percent (5%). Effective July 1, 2007 increase the wages for all Communications Specialists by an additional one percent (1%).
- 16.4 Employees who are hired or promoted to a bargaining unit position at Step 1 of the salary range will be eligible for a one-step merit increase six (6) months after the date of appointment, and every year thereafter. Employees who are hired or promoted to a bargaining unit position above Step 1 of the salary range will be eligible for a one-step merit increase twelve (12) months after the date of appointment, and every year thereafter. Merit increases will be effective the beginning of the pay period which is closest to the employee's merit anniversary date. Exceptional increases may be approved according to the City salary practices. Merit increases shall only be granted to employees who are below the maximum salary for their classifications. Approval for merit increases shall be granted only after a departmental review of the employee's work performance, providing the evaluation is satisfactory.
- 16.5 The City reserves the right to eliminate classifications or establish new positions within the bargaining unit with advance notice and consultation with the Association. The Association reserves the right to negotiate new salary schedules for new positions established within the bargaining unit. Disputes regarding salaries for new positions established within the bargaining unit shall be resolved through the contract grievance procedures beginning at Step 3.

- 16.6 When an employee is promoted or advanced to a higher classification, the employee shall receive the next step in the new range which is at least equal to a one-step increase in the employee's previous classification.
- 16.7 Advancement from Communications Specialist 1 to 2 shall be effective the date the employee meets all established qualifications for the "2" level and is assigned work at the "2" level. Such advancement shall be in accordance with Article 16.4. If an employee is eligible for a merit increase at the same time as the advancement, the employee will receive a two-step increase.

Article 17 HOURS--OVERTIME

17.1 As used in this Article:

- a. **OVERTIME** means those hours worked in excess of and continuous with an employee's scheduled watch, which is compensated at the rate of one-and-one-half (1.5) times his/her regular pay rate or by compensatory time at the rate of one-and-one-half (1.5) times the number of hours worked. Overtime will be computed in accordance with statutory requirements and shall be based on the actual number of hours on duty, except for callbacks. Overtime will be rounded to the nearest quarter (1/4) of an hour.
- b. **PART-TIME EMPLOYEES:** For part-time employees, any additional hours worked beyond those scheduled will be paid on a one-to-one (1:1) basis for all hours up to the threshold hours for overtime in a Fair Labor Standards Act (FLSA) work period as specified by law (e.g., forty [40] hours for a seven [7] day a week employee). All hours beyond the FLSA threshold will be paid at one-and-one-half (1.5) times the regular rate.
- c. **CALLBACK** is defined as hours worked which are not continuous with the end of an employee's shift except that callback does not include overtime that is continuous with the beginning of an employee's shift and is assigned with more than twenty-four (24) hours notice, or if the employee is already at work prior to the beginning of the shift. Callbacks will be compensated by a minimum of three (3) hours of overtime when they occur on an employee's regularly scheduled work day and by a minimum of four (4) hours of overtime if they occur on an employee's scheduled day off.

This means that In any callback situation, including court appearances, where there is at least twenty-four (24) hours notice to the employee, if an employee is called back to work prior to the beginning of his/her scheduled watch, regardless of whether it is the first or subsequent work day in his/her work schedule, he/she will receive the minimum overtime compensation defined above, unless the required call back time overlaps with the employee's regular work hours. If the minimum callback pay requirement overlaps with the employee's regularly scheduled hours, the employee will receive overtime only until the beginning of their watch.

The only time callback should be paid on top of regular salary is if there is less than twenty-four (24) hours notice. If there is less than twenty-four (24) hours notice and the callback overlaps with an employee's regular hours, the employee will be compensated at an overtime rate for either the three (3) or four (4) hours of the callback. To administer this, the employee would receive 1:1.5 for all hours worked up to the start of his/her shift and 1:0.5, in addition to his/her regular salary, for the remaining callback time after the start of the shift.

- 1) **COMMITTEE CALLBACK:** If an employee returns to work as a result of voluntary committee membership, such as the Department's Standing Committees, the employee will be paid overtime only for the actual time of the meeting and the callback provision will not apply. However, if an employee has been assigned to serve on a committee and attendance at that meeting is mandatory, the employee shall be compensated in accordance with the provisions of this article.
- 2) **CALLBACK DURING PERSONAL LEAVE:** Overtime or callbacks that occur while an employee is on personal or vacation time off will be treated as though it were a regularly scheduled work day if the time off was requested after notice of the work assignment resulting in the overtime or callback.

If an employee is required to report to work when on leave and the time is during his/her regularly scheduled hours, the employee will code all hours worked as regular work time on a 1:1 basis, with a minimum of three (3) hours work credited. If an employee is required to work when on leave and the time is not during his/her regularly scheduled hours, the employee will be compensated at a rate of 1:1.5 for all hours worked. The employee will receive callback pay as specified above, based on what the employee's eligibility would have been if the employee were working his/her regular schedule.

If an employee works a voluntary assignment during a leave period, he/she will be credited with hours worked at the rate of 1:1 for actual hours worked, unless an exception is granted by the City.

- 3) **COURT CALLBACK:** Callbacks stemming from court appearances for employees who have less than eight (8) hours off prior to their scheduled appearance time will commence with the time they are advised to appear and conclude when they are released from their subpoena without interruption for breaks, recesses, or standby, or the minimum callback, whichever is greater. If the employee has had at least eight (8) hours off, s/he will not be compensated for the court-established lunch period.

If an employee has more than one subpoena, and they are separated by more than the minimum callback, a second minimum callback applies. Court appearances that are continuous with the employee's shift are not callbacks, except as defined above.

- d. **HOLDOVER** is defined as all hours worked continuous with an employee's end of shift.
- e. **SPECIAL SKILLS** are defined as advanced training in a specific field, involvement or knowledge in a particular case, or assignment to a specific category of investigation on an individual or team basis assignment to a specific area of the City.
- f. **DAY** is defined as the twenty-four (24)-hour period, beginning with the start of the employee's regularly scheduled shift.
- g. **WORK DAY** is defined as the twenty-four (24)-hour period, beginning with the start of the employee's regularly scheduled watch, except for the last regularly scheduled work day of an employee's work period. On the last regularly scheduled work day of an employee's work period, the work day is defined as the period that begins with the start of the employee's

regularly scheduled watch and ends with the completion of the employee's regularly scheduled watch.

An employee's regularly scheduled work day will provide for a minimum of ten (10) consecutive hours off between watches, excluding holdovers, callbacks, changes in an employee's regular work assignment, training days, or a change in work hours required by an investigative assignment as described in paragraph 17.13. Employees attending and instructing training will be given a minimum of eight (8) consecutive hours off between the training and the work day preceding and following the training.

In the event that an employee receives less than the required number of hours off between scheduled shifts, all hours falling within the required period will be compensated as overtime.

- h. WORK PERIOD is defined as beginning at the start of the employee's regularly scheduled watch on the first day of the scheduled work period and ending at the start of the employee's regularly scheduled watch on the first day of the next scheduled work period. Work periods shall be defined and posted in compliance with the Fair Labor Standards Act (FLSA). The parties agree to a twenty-eight (28) day work period under the FLSA for police officers. This change in the length of the work period will not change the methodology used for calculating overtime.
- i. SCHEDULED OVERTIME means assignments which are deemed necessary, either "extra-duty" type, wherein the need for or request for personnel has been made, anticipated, and planned for at least five (5) days prior to the scheduled starting time or "on-duty" type, wherein the need for or request for personnel has been made, anticipated, and planned for at least forty-eight (48) hours prior to the scheduled starting time.
- j. UNSCHEDULED OVERTIME means assignments which are deemed necessary, either "extra-duty" type, wherein neither the need for, nor the request for, personnel was anticipated or planned for at least five (5) days in advance of the scheduled starting time or "on-duty" type, wherein the need for nor the request for, personnel was anticipated or planned for at least forty-eight (48) hours in advance of the scheduled starting time.
- k. EXTRA-DUTY OVERTIME means that overtime is paid for, or reimbursed for, by outside parties or entities.
- l. WORK UNIT means the employees under the span of control of a regularly assigned first-line supervisor.
- m. MEAL PERIODS AND BREAKS will be allowed under written Department guidelines.
- n. ALTERNATE SCHEDULES: Nothing herein prevents the implementation of alternative work day schedules or flexible work hours so long as it does not exceed FLSA standards. The City agrees to meet and confer with the Association prior to the implementation of a change.
- o. DRAFT means an employee who is involuntarily assigned to work overtime other than the overtime work that is required to complete the activity of an employee's shift and mandatory meetings. The holdover of a whole team or work unit and the early calling back of a whole team or work unit two (2) hours or less prior to the beginning of their shift is not considered a draft.

- 17.2 Newly recruited employees in the classifications of Patrol Officer may be required to work beyond their normal shift schedule in accordance with existing departmental training and overtime practices. Employees assigned to act in the capacity of a supervisor shall work for a total of one (1) hour more than their normally scheduled work shift before being eligible for the overtime pay, unless held over to supervise operational activities or unless otherwise compensable under the FLSA.
- 17.3 Personnel who are working the shift during which Daylight Savings Time is lifted will be paid overtime at a one-and-one-half (1.5) rate for all hours in excess of their normal work day. Personnel who are working the shift during which Daylight Savings Time is imposed may use accrued holiday, compensatory or vacation hours to fulfill the number of hours required for that normal work day.
- 17.4 Employees may elect to receive either monetary compensation or compensatory time off for overtime worked. Employees choosing payment for overtime worked will receive such payment within the guidelines established under existing State and Federal laws governing the payment of wages.
- 17.5 Employees may accrue up to two hundred (200) hours of personal time (holiday time and compensatory time combined). Personal time in excess of two hundred (200) hours shall be paid off automatically at the end of the pay period in which it is earned, unless supervisory approval to exceed that amount is granted. Employees who wish to receive payment for any accumulated hours at the end of the fiscal year may submit a request to the Department. If, in the City's judgment, funds are available, employees shall be paid off on a pro-rata basis until such available funds are expended.

For all employees hired after July 1, 2003, there will be a cap of eighty (80) hours on compensatory time and one hundred twenty (120) hours on shift holiday accrual. The current combined shift holiday and compensatory time cap of two hundred (200) hours will remain in effect for all employees hired prior to July 1, 2003.

- 17.6 Unscheduled overtime requirements will be met by holding over employees already working and/or early callback of employees scheduled for work. The Department will offer such overtime to eligible employees in order of their seniority.
- 17.7 If overtime is scheduled in advance, the Department will post the assignment, including job requirements. In the event posted overtime is an "extra-duty" assignment, only those full-time Department employees meeting the job requirements are eligible to be assigned. Employees meeting the requirements may sign up, and the most senior of such employees will be assigned.
- 17.8 In the event that sufficient personnel do not accept such voluntary overtime, the assignments will be filled by drafting qualified employees in the inverse order of seniority. A drafted employee may be exempted from a given assignment in instances of personal hardship as defined in each work unit. Employees will not be drafted to work overtime assignments more than twice in any calendar month unless all other eligible employees have been drafted twice in the same month. Employees who are drafted more than two (2) times in a calendar month will receive double time for all drafts subsequent to the second draft. Employees who are drafted for overtime assignments will receive one (1) hour overtime pay in addition to the actual number of hours worked if the assignment is separated by one (1) hour or more from the employee's regular shift.

- 17.9 Part-time employees have the right to sign up for overtime and will be assigned overtime on a seniority basis if they have not yet worked an overtime block in the current pay period. Employees are eligible to work additional overtime if no other employee has volunteered to work the time. Part-time employees may be drafted to work overtime if they have not yet been drafted for an overtime block in the current pay period
- 17.10 The City may determine that special skills are required to complete an assignment effectively and efficiently. Such assignments and emergency situations shall be exempt from the requirements of Articles 17.6 and 17.7.
- 17.11 Patrol overtime will be open to all qualified sworn officers. Patrol overtime includes working a fixed or focused beat or a directed patrol assignment. However, regular Patrol officers will have priority for these assignments.

Extra-duty overtime in patrol is open to all qualified sworn officers who are not on light duty or restricted duty status, regardless of whether the assignment requires the wearing of a uniform or not, except if provision 17.10 of this Article applies.

- 17.12 For the purpose of assigning a primary investigator in case assignments, special skills shall include the following circumstances:
- a. If, in the City's judgment, it could be reasonably anticipated that a more senior employee would be unable to properly complete the assignment.
 - b. If the assignment is to be made pursuant to a defined training plan or purpose.
 - c. If the senior investigator has failed to meet a Department performance standard relative to fitness for duty, productivity, and/or performance on duty, or
 - d. When it is necessary to more effectively distribute the work units' case load.

Senior employees who request it will be advised of the reason if they are not assigned.

- 17.13 Employees will be eligible to work an extra-duty assignment if they have not yet worked a maximum of eight (8) voluntary extra-duty overtime hours in a given week (12:01 a.m. Monday to midnight Sunday) or twenty (20) voluntary extra-duty overtime hours in a given calendar month, exclusive of overtime assigned under Articles 17.8 and 17.9.

Employees who are on vacation or personal time off are not eligible to work voluntary extra-duty assignments or to be drafted to work them except in the case of special skills or emergency situations. The maximum hours provision of this paragraph will be waived in the event that sufficient qualified employees do not volunteer for such assignments and it becomes necessary to draft employees to fill the available positions.

- 17.14 Notice of shift changes will normally be given fifteen (15) days in advance. The City may decide in any situation that it deems an emergency to reschedule shift changes with less than fifteen (15) days of notice. The City may also determine the need for a directed patrol response to a specific crime problem which would require a temporary shift change of up to five (5) days in duration and no greater than four (4) hours of difference in normal starting time. Twenty-four (24) hours of notice will

be given in the case of short-term directed patrol responses. Any shift change without the required notice as provided herein shall be subject to a penalty of four (4) hours pay at the overtime rate (one-and-one-half [1.5] times the regular rate) in addition to regular pay for all hours worked for the first work day.

If an employee is ill or injured either on or off the job and is being placed on a light duty job which necessitates a change in the employee's schedule or if an employee is involved in a traumatic incident and is being assigned to a different schedule because of the incident, the City is not required to give the fifteen (15) days notice.

Except for directed patrol responses as outlined above, the City will give fifteen (15) days notice to employees for changing their schedules within a shift on a short-term or long-term basis, including hours changes and changes in days off. If the City fails to give fifteen (15) days notice, the employee will receive a two (2) hour overtime penalty. However, an employee may voluntarily waive the notice requirement.

The fifteen (15)-day notice requirement does not apply to employees working on a case or investigative assignment in which the working hours must be changed, in the supervisor's judgment, to successfully complete the assignment.

- 17.15 Certain assignments within the Department require flexible work hours. Employees who accept such assignments, after notification of any special requirements relating to hours and overtime, shall be considered to have agreed to these special conditions and to have waived the provisions of this Article except for overtime pay for hours worked in excess of an employee's regularly assigned shift.

In all such assignments where the City is requesting employees in that assignment waive any provisions of the contract, the City will give notice to the Association prior to any agreement with the employees. If there are assignments where special provisions have been agreed to, those provisions will be documented in writing with copies to the Association and all affected employees. Subsequent to the agreement, the special terms and conditions of the assignment will be included in any posting for vacancies in that assignment.

All current agreements will remain in effect. The City will provide the Association documentation of all existing agreements.

- 17.16 In any instance where the provisions of Articles 17.6 or 17.7 are violated, the remedy granted to the senior employee(s) who grieve shall be limited to the amount of overtime worked by the junior employee(s), or equivalent compensatory time, or other remedy mutually agreeable to the parties.

- 17.17 There shall be no pyramiding of overtime provisions.

- 17.18 The following terms are agreed to for all Patrol Officers:

- a. Employees will work a schedule of four (4) days on and three (3) days off. All regular work days will be ten (10) hours.
- b. The Department will establish a joint labor management committee to assess training needs and participate in developing the annual training calendar for in-service training.

- c. If an employee working a four-ten (4-10) work schedule is in training and the training ends after eight (8) or more hours, the employee will be released for the day and not required to report back to his/her regular assignment or to charge the time to his/her personal leave.
- d. Mandatory in-service training days will generally not be scheduled in July, August, and December to allow for prime vacation time and the holiday season.
- e. Training required for members of special teams or units is separate from the training referred to in this agreement. Employees joining a special team will be informed of the training requirements and provisions for that team prior to accepting the assignment.

17.19 The following terms apply to all canine officers in both Patrol and Investigations:

- a. All employees who have responsibility for housing and caring for a Department canine will be compensated four (4) hours of overtime each twenty-eight (28) day FLSA work period for the care and feeding of the dog. In addition, they will be allowed to take off ten (10) hours during each FLSA period, in exchange for time caring for the dog on a daily basis. Both parties agree that the time spent caring for the animal should be no more than one-half (0.5) hour per day. Any time spent other than normal care for the dog (e.g., veterinary appointments), will be treated as any other overtime and should be approved by a supervisor and recorded on the time sheet. The overtime will be for actual hours only and will not be considered callback under the terms of this Article.
- b. Employees who transport a department canine will be considered on duty and compensated for time spent driving to and from work. Employees' shifts will begin when they leave (clear) from their residence and will end when they arrive (secure) at their residence. Transportation should be completed within regular shift hours.
- c. In the selection of new canine officers, preference will be given to those living within fifteen (15) minutes driving time from the City limits.

17.20 Phone calls received at home by employees for the purpose of questions or inquiries on work related subjects are considered work performed. However, consistent with all time recording under FLSA, if the time is considered de minimis, it will not be compensated. Phone calls that are less than seven and a half (7.5) minutes will not be compensated. Employees who are engaged in phone calls that are at least seven and one half (7.5) but no more than thirty (30) minutes in length will receive two (2) hours of overtime pay. Employees who are engaged in phone calls that are over thirty (30) minutes will receive callback pay as defined in Article 17.1.c. of the current agreement.

Article 18 TIME OFF IN LIEU OF HOLIDAYS

18.1 Employees will accrue personal time off in lieu of holidays at the rate of one-hundred twelve (112) hours per year. Holiday time will accrue each bi-weekly pay period based on hours of work and paid leave time coded. Time off in lieu of holidays taken by an employee will be deducted hour for hour. Employees upon termination are entitled to a pro-rated holiday accrual for any portion of the last month served.

- 18.2 For all bargaining unit members hired after July 1, 2003, there will be a cap of one hundred twenty (120) hours on shift holiday accrual.
- 18.3 If an employee takes a designated holiday off, s/he must charge time off to shift holiday up to a maximum of eight and six-tenths (8.6) hours. If an employee's regular shift is greater than eight and six-tenths (8.6) hours, the remainder of the time off will be paid but the employee will not be required to charge the time to any of his/her personal leave banks. The designated holidays are New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas.
- 18.4 The City shall not require an employee to take off any holidays.
- 18.5 If an employee exhausts all of his/her holiday time, the employee shall be allowed to utilize other personal leave banks in order to take time off on a holiday.

Article 19 VACATIONS

- 19.1 Vacations shall accrue according to the following schedule:

<u>Length of Continuous Service in Years</u>	<u>Full-Time Annual Accrual Rate</u>	<u>Full-Time Pay Period Accrual Rate</u>
less than	80	3.077
2 but less than 5	96	3.692
5 but less than 10	120	4.615
10 but less than 15	144	5.538
15 but less than 19	160	6.154
19 but less than 24	176	6.769
24 and over	200	7.692

Vacation will accrue each pay period based on the schedule above for all hours of regular work and paid leave coded. Vacation accrued during the first twelve (12) months of continuous service shall not be credited as earned vacation until the employee completes the first twelve (12) months of continuous service. Part-time employees accrue vacation on a pro-rated basis according to their regular work schedule.

- 19.2 Earned but unused vacation credits shall be allowed to accumulate up to four hundred (400) hours.
- 19.3 If an employee's earned but unused vacation credits reach the maximum accumulation allowed in accordance with Article 19.4 below, the City may give reasonable notice of mandatory vacation of sufficient duration, at a time as mutually convenient as possible to both the employee and the City, to reduce unused credits below the maximum allowable accumulation. The employee will make every effort to schedule available and lost vacation hours. When the employee takes the time off, any time lost will be restored to the employee's vacation account. If the City and the employee are unable to so schedule such a mandatory vacation, the value of any vacation credits in excess of the maximum accumulation shall be paid to the employee prior to the end of the calendar year in which they would otherwise be forfeited at the employee's current wage rate.

- 19.4 Upon the termination of an employee for any reason, s/he shall be paid an immediate lump sum payment for earned, but unused, vacation credits at the employee's current wage rate in accordance with the schedule below:

<u>Seniority in Years</u>	<u>Hours</u>
less than 10	240
10 and over	2 times the annual accrual rate

- 19.5 The City shall make all reasonable efforts to ensure that the vacation times of employees are not interrupted by court appearances.

Article 20 STANDBY COMPENSATION

- 20.1 Employees who are notified that they are on standby status subject to a call to duty shall remain on such status and be entitled to standby compensation until relieved by their supervisors. Such employees may be required to report to work and be ready for duty within forty-five (45) minutes of notification.
- 20.2 Compensation for mandatory standby duty shall be granted at the rate of one (1) hour of payment at the employee's normal rate of pay for each six (6) hours on standby duty for the first sixty-five (65) consecutive hours of standby duty, at the rate of one (1) hour of payment at the employee's normal rate of pay for each four (4) hours on standby duty from sixty-six (66) hours through seven (7) consecutive days, and at the rate of one (1) hour of payment at the employee's normal rate of pay for each two (2) hours on standby duty beyond seven (7) consecutive days. This will be calculated by taking the total number of hours an employee is on standby and dividing it by six (6) and then rounding it to the nearest tenth (0.1) of an hour. Standby hours may or may not be contiguous with an employee's regular shift and are exclusive of otherwise compensated time. Standby or on-call time shall be treated in conformance with provisions of the FLSA. Anytime an employee is placed on mandatory standby, s/he will be granted a minimum of one-half (0.5) hour of straight time pay.

Article 21 DEFENSE & INDEMNIFICATION

- 21.1 The City acknowledges its legal responsibility to provide its employees with a defense and indemnification against any tort claim, demand, or action as prescribed by law.
- 21.2 If an employee is issued a citation by anyone who is not a police officer, which the employee believes to be in retaliation for the employee's action(s) as a police officer, the employee may request that the City implement the following steps:
- The City will request the City Attorney's office to initiate an investigation to determine if the employee's action(s) were within the course and scope of employment and not malfeasance in office or willful or wanton neglect of duty.
 - The City will investigate the employee's allegations that the citation is retaliatory.

- c. If the employee's actions were within the course and scope of employment and not malfeasance in office or willful or wanton neglect of duty and there is cause to believe the citation is retaliatory, the City will provide the employee with counsel for defense and with indemnification on any such citation.
- 21.3 Anytime an EPEA member is named as a personal defendant, or there is a high likelihood of being named as a personal defendant, in an ongoing litigation between a third party and the City of Eugene, the Association will inform the City when it wishes its attorney to monitor the lawsuit and which officer(s) the Association wishes the attorney to monitor on behalf thereof.
- a. The City of Eugene promises that the attorneys representing it will make all effort possible to coordinate the relevant meetings so that the attorney for the Association can be present at those meetings.
 - b. The attorneys for the Association promise that, if the primary attorney cannot make a meeting and it cannot be rescheduled, the law firm will make every effort possible to have an alternative attorney present at the meeting.
 - c. In the event that the respective attorneys cannot coordinate a meeting so that an attorney for the Association can be present and the meeting must take place at that time, the Association's attorney will designate to the City which of the Association's members will be deemed an agent of the law firm. The City will then indicate whether or not it will allow that person to attend as an agent of the law firm.
- 21.4 The City agrees to reimburse a bargaining unit employee for reasonable, usual, and customary legal fees charged by an attorney as a direct result of criminal charges or a criminal investigation arising out of the employee's performance of his or her duty as a Police Department employee, which is within the course and scope of his or her employment with the City.
- a. The reimbursement will not be made if:
 - 1) The employee is convicted by verdict or plea, or pleads no contest to criminal charges arising out of the incident; or
 - 2) The employee has sustained disciplinary charges at a level higher than written reprimand based on his/her actions which formed the basis for the possible criminal liability, unless the discipline is overturned completely or reduced to a written reprimand or lower through the grievance arbitration process.
 - b. The City shall have no obligation to reimburse the Association or counsel for the Association for costs or Association legal fees in any instance where the employee or the Association elect to have counsel for the Association represent the employee involved in the incident at any stage of the criminal proceeding, including, but not limited to, any grand jury proceeding.
 - c. The City shall have no obligation to reimburse an employee, the Association, or counsel for the Association for costs or legal fees associated with representation at pre-disciplinary proceedings or through the grievance process.

- d. Any reimbursement required shall be made only at the conclusion of all criminal and disciplinary proceedings up through the conclusion of the arbitration proceedings against the employee arising out of the incident and are subject to the following monetary maximums:
 - 1) Legal fees related to a grand jury investigation and/or appearance: \$5000.
 - 2) Legal fees related to a grand jury or post-grand jury indictment or other charging instruments: an additional \$10,000.
- e. To receive reimbursement under this Article, the employee must select one (1) attorney from a list of eight (8) which has been mutually agreed upon by the Eugene Police Employees' Association and the City Attorney. Neither party shall unreasonably oppose the inclusion of an attorney on the list. Within sixty (60) days of the execution of this agreement, the Association shall submit to the City Attorney the names of the attorneys it proposes for inclusion on the list. If the City Attorney does not object to an attorney on the list within ten (10) working days, the attorney shall be included on the list. The names on the list shall be reviewed every six (6) months upon the request of either party. If no attorney on the list is available to represent a bargaining unit employee, the employee may obtain another attorney with approval of the City Attorney's office.
- f. Before becoming obligated under this Article, the City shall be presented with a sworn affidavit by the attorney listing an hourly breakdown of time spent and describing briefly the purpose of such time. If the City in its discretion feels the charges exceed reasonable, usual and customary fees normally charged, the City may submit the bill to a mutually acceptable arbitrator. The arbitrator's determination will be final and binding for the City's obligation under this Article.

Article 22 LIFE INSURANCE

The City will provide life insurance and an accidental death and dismemberment benefit at a scheduled amount rounded off to nearest thousand which would be two (2) times the employee's current annual regular rate of income, to a maximum benefit of \$120,000 or four (4) times for accidental death to a maximum of \$240,000. For employees age seventy (70) or over, this benefit will be reduced to sixty-five percent (65%) of the full amount. For employees age seventy-five (75) or over, the benefit will be reduced to forty-five percent (45%) of the full amount.

Article 23 HEALTH AND ACCIDENT INSURANCE

- 23.1 The City shall provide non-occupational health insurance for its eligible employees. Employees covered by this agreement may select health and accident insurance under either the City Health Plan [Preferred Provider Organization (PPO)] or the City Managed Care Plan [Point of Service (POS)]. Premiums shall be based on differential rates for single, two-party, and family coverage. All full-time employees and their dependents are eligible for coverage on the first of the month following the employee's date of hire (coverage for an employee hired on the first day of the month shall be effective on the first of the next month). This program is designed to reduce the financial hardship of employees in case of serious injuries or illnesses. The City shall also provide a dental plan and vision care plan for employees covered under this agreement.

- 23.2 The City will provide fully paid coverage at the current benefit levels for all three (3) years of this agreement.
- 23.3 Part-time employees have the following two (2) options for health insurance coverage:
- a. Full coverage (medical/dental/vision) for the employee and his/her dependents, if the employee agrees to pay a portion of the health insurance premium pro-rated based on the percentage of full-time hours the employee is scheduled to work.
 - b. Full coverage for the employee only at no cost to the employee.
- 23.4 Entry to the City insurance plans are subject to the administrative rules of the insurance company or the Insurance Commissioner of the State of Oregon.
- 23.5 The City shall provide a City-paid Employee Assistance Program to provide individual, family, career, and other counseling services; participation in which shall be voluntary. In addition, the employee's participation shall be confidential. The City shall be entitled to be informed of the employee's participation in the program, but shall not contact any of the medical providers of the program to ascertain information concerning the employee without the employee's written consent.
- The same provider may be used by the City for a wide variety of services, including, but not limited to, training, work group intervention, mediation, and critical incident debriefs. These work-site related services are not part of the "Employee Assistance Program" as defined by this provision.
- 23.6 Employees who retire from the City shall be eligible to participate in the City's health and accident insurance program, at their own expense, in accordance with applicable law.
- 23.7 The parties agree to participate in a benefits study group with other employee groups which may make non-binding recommendations to City management and the Association on benefits design and health insurance cost-containment proposals during the term of this agreement.
- 23.8 So long as an employee is permanently and totally disabled by way of a final order of the Workers' Compensation Division, the City will pay the health insurance premiums for that employee so long as s/he remains permanently and totally disabled. This payment shall terminate when the employee qualifies for disability under Social Security or when the employee qualifies for Medicare, whichever occurs first. The employee shall pay the premiums prior to the time that the permanent and total disability determination is made but shall be reimbursed upon receipt of that determination by the City.
- 23.9 The City shall provide the Association with a copy of every insurance policy covering its members.
- 23.10 Officers on special teams or in certain special assignments will be required to complete physical examinations. The City will notify the Association of all special assignments which, as a condition of the assignment, require employees to complete physical examinations. The notification will include the type of examination and the frequency of the required examination.

- 23.11 The City will make a comprehensive physical examination by the City's occupational health provider available on a voluntary basis every five (5) years, based on age, to all sworn police officers. The purpose of the examination is to determine if the officer has any medical conditions that might affect his/her ability to perform his/her job requirements. At age 55, the exam will be available annually.
- 23.12 The following provisions will be applicable to physical examinations conducted under 23.10 or 23.11 above.
- a. The City's physician will have the responsibility for determining the components of all examinations and for conducting them. Any examination or testing performed must be job related and relevant to the classification for which the examination is being completed.
 - b. All records and correspondence related to this examination shall be maintained by the attending physician and shall not be released to any party without the employee's consent, except as noted below.
 - c. The City shall not request, nor receive, any medical information as a result of these examinations other than whether or not the employee is fit to perform the duties related to their position or special assignments, unless the physician determines the employee is not fit for duty. The results of the exam shall be used for the limited purpose of determining fitness for duty exclusively.
 - d. If the physician determines an employee is unfit for duty, the City will be given only the information necessary to make appropriate business decisions, such as the nature of the illness or injury, the recommended follow-up, and the restrictions or limitation placed on the employee. Generally, employees will be referred to their treating physician for continued assessment and treatment. If the City requests information beyond the specific fitness evaluation findings, the amount of information to be released shall be determined by the physician based upon his/her diagnosis.
 - e. If the employee files a workers' compensation claim, the information from the physicals would be subject to Oregon Workers' Compensation or other applicable statutory confidentiality and release requirements.
 - f. All examinations by the City physician and related laboratory costs shall be borne in full by the City. The employee will not be responsible for these costs.

Article 24 RETIREMENT

- 24.1 The City shall participate in the public employee retirement plans established in ORS Chapter 238 and ORS 238A, as applicable to employees covered by this Agreement. Any changes in the public employee retirement plans which are enacted during the life of this Agreement by statute or administrative rule will apply to employees covered by this Agreement.
- 24.2 The City agrees to pay six percent (6%) of each eligible employee's salary, as defined by ORS Chapter 238A.335(1) and (2), as the employee's contribution to the employee's IAP account.

- 24.3 The City will allow employees to participate, without any City contribution, in a deferred compensation plan.

Article 25 LONG-TERM DISABILITY INSURANCE

During the life of this agreement, the City will provide a long-term disability benefit for bargaining unit members to insure sixty-six percent (66%) of current base salary (up to \$5,000 per month) for an employee if disabled due to off-or on-the-job injury or illness. The maximum amount of base pay will increase to \$6,000 effective ninety (90) days after the contract becomes effective. This insurance will provide salary protection when ninety (90) days have elapsed from the time of the disabling injury or illness. If an employee becomes eligible for long-term disability, the employee shall not be terminated until one (1) year has elapsed from that time. After ninety (90) calendar days, employees eligible for long-term disability will be on leave from the City without pay unless receiving the sick leave benefit as provided in this contract.

Article 26 WORKERS' COMPENSATION

- 26.1 Employees who sustain an injury or illness compensable by Workers' Compensation and who are unable to perform their normal duties will be paid an amount that will guarantee the employee's regular take-home pay for a period of one hundred eighty (180) calendar days following the date the claim becomes disabling. If an employee is to be off work beyond one hundred eighty (180) days as a result of a work injury or illness, accrued sick leave, vacation, and/or personal time may be applied to supplement the employee's insured disability income up to the level of his/her normal take-home pay until such leave is exhausted. Medical progress reports may be required prior to approval of such payments.
- 26.2 The City will pay the difference between an injured employee's regular net take home pay and his/her workers' compensation benefits for a period of one hundred eighty (180) days. Beyond the one hundred eighty (180) day period, an employee may use accrued sick leave, vacation, and personal time off as provided under the Article. In the event an employee has exhausted all sick leave and personal time off, the City agrees to pay this differential for sworn employees or those non-sworn employees with five (5) or more years of service until such time as three hundred sixty (360) days have elapsed from the date s/he is unable to perform his/her regular work duties. In no case shall the differential pay provisions extend beyond three hundred sixty (360) calendar days from the date the claim becomes disabling.
- 26.3 Should an employee elect to use vacation, as provided under the contract, s/he must use all such time accrued. The additional differential would be provided in accordance with City policy on use of sick leave above the accrued balance. During such time employees would not accrue any additional leave and, if disabled and unable to return to work, would have the payback provisions of the policy waived. Of course, an employee would only be eligible for this differential while receiving time loss benefits.

Article 27 SICK LEAVE

- 27.1 To reduce the financial burden of time off due to non-occupational illnesses and injuries, employees shall accrue sick leave at the rate of one hundred two (102) hours per year dispersed in twenty-six (26) equal bi-weekly payroll periods. The amount of leave accrual will be pro-rated in any pay period where the employee takes leave without pay. Part-time employees with a regular work schedule will code sick leave hours according to the scheduled hours to be worked that day. There shall be a limit of one thousand two hundred (1,200) hours on the amount of sick leave time that can be accrued.
- 27.2 Sick leave shall only be used for personal illnesses and injuries. Sick leave may be used during parental leave in accordance with State law. It shall be used in conjunction with Workers' Compensation consistent with Article 26, Long-Term Disability Insurance. Unused sick leave shall not be compensated upon termination except as indicated in Article 27.10 below. Sick leave may also be used for medical appointments. Employees must get prior approval from their supervisor for medical appointments during work hours. Whenever possible, appointments should be scheduled outside work hours.
- 27.3 Employees may use up to three (3) days of sick leave per occurrence because of a serious illness of a family member where the employee's presence is necessary for the care of the family member. For purposes of this Article, "family member" is defined as the employee's spouse, child, parent or parent-in-law, dependents, and/or other individuals living in the same household. "Family member" also includes domestic partner and the equivalent family relations for employees who are in a qualifying domestic partner relationship pursuant to the City policy on health insurance coverage. Exceptions to the twenty-four (24) hours may be approved by the City.
- 27.4 An employee requesting time off due to a non-occupational illness or injury or medical appointment must charge the time to his/her sick leave accrual. If an employee has no sick leave time accrued, s/he will be placed on leave without pay unless an exception is granted by the City. Exceptions will be granted for chronic, long-term, or catastrophic illnesses only. If an exception is granted, the employee may use other available accruals for sick leave purposes.
- 27.5 Employees who qualify under the City's Leave Donation Program may receive time donations in catastrophic circumstances.
- 27.6 The City may request a doctor's verification of an employee's condition of health. When requested, the employee must provide a medical release to return to work and/or verification satisfactory to the City's physician. A doctor's verification of illness may be required by the City in cases of frequent use of sick leave or when the pattern of sick leave usage indicates potential abuse of sick leave privileges. Normal expenses, if any, resulting from verification of illness, not to exceed the usual and customary charges for a doctor's visit, will be the responsibility of the employee. Expenditures in excess of the usual and customary charges for a visit will be paid by the City, providing the employee informed his/her supervisor and received approval for the excess costs prior to incurrence of such liability. The City will not be liable for any expenses resulting from a doctor's verification if the employee has abused the sick leave benefit.
- 27.7 Verification by an independent medical examination (IME) may also be required in any circumstance in which the City reasonably judges the employee's health status to constitute an obstacle to performing his/her full range of duties without limitations. When the City requires an examination under this provision, the City shall be responsible for the costs of the examination. In the event the

City decides to require an employee to participate in an independent medical examination, the employee shall be informed of the decision in writing. Such written notice shall include a statement of the reason(s) for the decision and shall be given in a timely manner. The employee shall cooperate with the City in scheduling and completing the IME. In the event the employee's personal treating physician desires to have information from the independent medical examiner to be utilized in the treatment of the employee, the City will make reasonable efforts to have the information provided to the treating physician.

- 27.8 Employees who use three (3) working days or less of sick leave per fiscal year will receive an eight (8) hour vacation credit. Employees at the maximum accrual of sick leave qualifying for such a bonus shall receive an additional eight (8) hour vacation credit. The bonus hours will be granted the first pay period in July. The time period reviewed for eligibility will be the previous fiscal year from the first pay period in July to the last pay period ending in June. An employee receiving bonus vacation may request to be paid for it during the month of August.
- 27.9 Retiring employees shall receive credit for unused sick leave for the purpose of calculation of final average salary for PERS retirement benefits as provided in OAR 459-10-158.
- 27.10 The following standards apply for requesting time off and documentation of time off for sick leave:
- a. Supervisors must be notified as soon as possible before, or at the beginning of, the scheduled shift when an employee needs to use sick leave, unless the supervisor gives different directions or the employee has made a concerted effort to contact the supervisor and has been unable to do so. The employee shall be expected to provide such notice personally.
 - b. Supervisors have the right to inquire of employees the nature of an illness for any work related reason (e.g., projected length of time off and ability to perform duties), but should avoid asking specifics of an illness. Employees should not be required to specify their illness on their requests for time off, time sheets, or any other documentation.
 - c. Employees must specify on their request for time off whether the sick leave use is for themselves or a family member. Also, employees should indicate if it is parental leave time.
 - d. All records related to employees' illnesses or any medical information should be kept separate from other personnel records.
 - e. Supervisors have the right to verify sick leave use both for employees and for employees' family members if they suspect abuse or there is excessive use of sick leave.

Article 28 COMPASSIONATE LEAVE

- 28.1 In the event of a death in the immediate family, employees shall be granted compassionate leave of up to five (5) working days, or the forty (40) hour equivalent, as warranted by the circumstances to make funeral arrangements and attend the funeral. Compassionate leave should normally be taken within two (2) weeks of the death.
- 28.2 For purposes of this Article, immediate family is defined as spouse, domestic partner, parent, child, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law,

grandchild, grandparent, grandparent-in-law, foster parent or legal guardian, or any person living in the affected employee's household and the equivalent family relations for employees who are in a qualifying domestic partner relationship as defined by City policy on health insurance coverage.

- 28.3 The Chief or his/her designee may grant exceptions to the limitations defined above in 28.1 and 28.2 based on the situation.
- 28.4 Compassionate leave shall not be charged to sick leave accumulation.
- 28.5 Employees may be granted compassionate leave with pay of up to four (4) hours to attend the funeral of a coworker. Employees may also be granted leave with pay of up to four (4) hours for other funerals if the employee is serving as a pallbearer.
- 28.6 Vacation, compensatory time, or holiday time may be used to supplement compassionate leave with the supervisor's approval. In some circumstances, the use of sick leave in conjunction with compassionate leave may be appropriate.

Article 29 MILITARY LEAVE

- 29.1 An employee with six (6) months' service with the City who is a member of the National Guard or a reserve component of the Armed Forces of the United States is entitled to leave not to exceed fifteen (15) calendar days in any training year for annual active duty training in accordance with Oregon Revised Statute 408.250. Employees are expected to inform the City of the dates of the training year after their unit fixes those dates and provides them to the employee. Such leave shall be granted without loss of pay or other leave and without impairment of other rights or benefits to which s/he is entitled, providing the employee receives bona fide orders to active or training duty for a temporary period, provides such orders to the City, and returns to his/her position within legally defined time frames.
- 29.2 Employees must use accrued personal time to cover weekend military training leave. Employees may use accrued personal time to cover additional National Guard or reserve training leave in accordance with the provisions of Article 11, Seniority. If the employee is denied personal time off, leave without pay shall be allowed in accordance with State and Federal laws for reserve military training of any length of time including weekends and for those entering military service for extended or indefinite active duty.

Article 30 WITNESS OR JURY DUTY

- 30.1 An employee shall receive his/her regular salary for any period of required service as a juror or witness. All moneys received for such services shall be surrendered to the City. Employees shall report for work when less than a normal work day is required by such duties.
- 30.2 When reasonable, an employee on jury duty will be administratively reassigned to day shift for the extent of such jury duty. The decision regarding a change in shifts will be dependent on the jury duty requirements and duration.

Article 31 LEAVE WITHOUT PAY

- 31.1 A regular employee may take leave without pay of up to one (1) year if approved by the City. Leave without pay of a longer duration may be approved by the City in special circumstances. The employee's request and the City's response shall be in writing.
- 31.2 Employees will be granted family medical leave and parental leave in accordance with State and Federal law.
- 31.3 Employees on authorized voluntary leaves without pay for one (1) calendar month or more will not be eligible for any insurance benefits provided under the terms of this Agreement, except as required by the Family Medical Leave Act (FMLA).
- 31.4 Except for military leave, workers' compensation leave, or qualified family medical leave (FMLA), employees who voluntarily take a leave without pay of one (1) month or more will have their credited years of service, merit review, probationary end date and seniority date adjusted to reflect a deduction of the time of the leave without pay. Exceptions may also be granted for chronic, long-term, or catastrophic illnesses which result in the employee exhausting all accrued leave time.
- 31.5 Employees who work intermittent hours during a leave without pay (e.g. court time) will be paid as hourly employees and will continue to be ineligible for accruals or benefits.

Article 32 MILEAGE RATE AND TRAVEL EXPENSES

- 32.1 Employees covered by this contract shall be reimbursed according to applicable City policies covering mileage and travel expenses, except as provided in Article 32.2 below. The City compensation rate for mileage reimbursement shall be that rate established by the Federal Internal Revenue Service. The mileage compensation rate may fluctuate up or down to remain consistent with rate changes established by the Federal Internal Revenue Service. The City will post such current policies on bulletin boards available to Association members and shall provide a copy to the Association. The employee may choose alternative travel and subsistence benefits available from another agency.
- 32.2 Employees who have to make one (1) day trips outside the Eugene area will be reimbursed for their lunch expense based upon receipts, within the City's policy limits.

Article 33 WORK EQUIPMENT REIMBURSEMENT

- 33.1 The City shall reimburse employees for personal property stolen, damaged, lost, or destroyed as a result of the employee's performance of his/her duties. However, reimbursement may not be granted if the employee's negligence or wrongful conduct was a substantial contributing factor for the theft, damage, loss, or destruction. The final decision whether to reimburse for repair or whether to replace the item shall remain with the City.
- 33.2 Only those personal items that have a direct use or application in the employee's performance for assigned job duties will be considered for reimbursement under this Article. The reimbursement schedule may be revised from time to time by mutual agreement between the parties.

- 33.3 Each employee shall receive reimbursement for certain items at the lower of replacement costs or scheduled amount:
- a. clothing--\$125 maximum each item or \$325 for all clothing;
 - b. footwear--\$100;
 - c. binoculars--\$100;
 - d. wristwatches--\$125;
 - e. briefcases--\$75;
 - f. glasses or contact lenses--\$350 (if not covered by Workers' Compensation);
 - g. miscellaneous items not listed--\$125.
- 33.4 The Department shall issue firearms, handcuffs, protective vests, flashlights, and leather gear.

Article 34 CLOTHING ALLOWANCE

Forensic Analysts and all sworn personnel in plainclothes assignments are eligible for clothing allowance. The annual clothing allowance for eligible employees shall be \$550 per year, payable each pay period, effective the beginning of the pay period closest to the effective date of the transfer to a qualifying assignment.

Article 35 GRIEVANCE PROCEDURE

- 35.1 A grievance, for the purpose of this agreement, is defined as a dispute regarding the meaning or interpretation of a particular clause of this agreement or regarding an alleged violation of this agreement.
- 35.2 Grievances which involve multiple grievants working in different work units or grievances by a discharged employee shall commence at Step 3. All other grievances shall commence at Step 1, unless the parties mutually agree to start at a higher step.
- 35.3 Step 1 - The aggrieved employee and/or the Association representative shall first attempt to informally resolve the issue with the employee's immediate supervisor within fifteen (15) business days from the occurrence thereof, or of the employee's knowledge thereof.
- 35.4 Step 2 - In the event such attempt is unsuccessful, the employee and/or the Association representative shall submit within this time period written notice to the Lieutenant or Section Manager and a copy to the Association, including:
- a. A statement of the grievance and relevant facts;
 - b. The specific provision(s) of the contract violated; and
 - c. The remedy sought.
- 35.5 The Lieutenant or Section Manager shall respond to the employee in writing within ten (10) business days of receiving the employee's written notice, with a copy to the Association.

- 35.6 Step 3 - If, after receiving the Lieutenant or Section Manager's written reply, the grievance remains unadjusted, the grievance may be submitted within ten (10) business days to the Division Manager or his/her designee who shall have the authority to completely and fully resolve the grievance. The Division Manager or his/her designee may meet with the employee's immediate supervisor and the aggrieved party, who may request an Association representative at the meeting. The Division Manager shall respond to the grievance in writing within ten (10) business days of receipt of the grievance, with a copy to the Association.
- 35.7 Step 4 - If, after receiving the Division Manager's written reply, the grievance remains unadjusted, the grievance may be submitted within ten (10) business days to the Chief. The Chief or his/her designee who shall have the authority to completely and fully resolve the grievance may meet with the aggrieved party, Association representatives, and the Human Resource Manager or his/her designee, and shall respond to the grievance in writing within fifteen (15) business days of receiving the grievance, with a copy to the Association.
- 35.8 Step 5 - If, after receiving the Chief's written reply, the grievance remains unadjusted, it may be submitted by mutual agreement to mediation or, if no mutual agreement, it may be submitted by the Association, within thirty (30) business days of the Chief's response to an arbitrator in the following manner:
- a. The parties will negotiate a mutual statement stipulating the issue to be submitted to arbitration.
 - b. A list of five (5) AAA qualified members from the State Mediation and Conciliation Service (SMCS) shall be requested and the parties shall alternately strike one (1) name from the list until only one (1) is left. The order of striking shall be determined by lot.
 - c. The arbitrator shall render a decision within thirty (30) days. The powers of the arbitrator shall be limited to interpreting this agreement and determining if it has been violated. S/he shall have no authority to alter, modify, vacate, or amend any terms of this agreement, to substitute his/her judgment for that of the City in any instance where the City is exercising its operational prerogatives under this agreement, or to decide on any condition which is not specifically treated in this agreement. The decision of the arbitrator shall be binding on both parties. Neither of the parties shall submit any new factual information or evidence in arbitration that was not presented previously to the other party within two (2) weeks of the date of the arbitration hearing. If prior to the arbitration hearing either of the parties discovers new evidence not previously disclosed, the parties shall reconvene at the third step of this procedure. This meeting shall not result in delay of the arbitration hearing unless mutually stipulated.
 - d. Each grievance will be submitted at a separately convened arbitration hearing unless the parties agree mutually to submit more than one grievance at the same arbitration hearing. The costs of the impartial arbitrator, court reporter, or stenographer if requested by the arbitrator and the transcript of the hearing furnished to the arbitrator shall be paid by the losing party who shall be designated by the arbitrator. Each party shall be responsible for all costs of presenting their position to the arbitrator. All meetings and hearings under this procedure shall be kept informal and private, and shall include only such parties in interest and/or designated representatives as referred to in this Article. All information relative to the grievance and resolutions accomplished via the procedure shall be considered exempt from public disclosure in an effort to assure confidentiality to the employees.

- e. The arbitrator, in weighing questions of discipline or discharge for cause, may review whether such actions were decided by the Department reasonably consistent with City and departmental guidelines on disciplinary matters. This provision is not intended to restrict the authority of the City or Department to establish or modify rules and regulations for the conduct of employee discipline, nor is it intended to deny the City or Department the right to vary from established procedures where the particular circumstances of a case reasonably require variance.

35.9 Any or all time limits specified in the grievance procedure may be waived by mutual consent of the parties. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure by the City to submit a reply within the specified time will advance the grievance to the next step in the grievance procedure. A grievance may be terminated at any time upon receipt of a signed statement from the Association or the employee that the matter has been resolved.

35.10 As used in this Article, business days are defined as Monday through Friday.

35.11 An employee may decide to accept a City offer of settlement of a grievance at any time; however, a grievance settlement without Association concurrence does not constitute a contractual precedent. Upon the request of the aggrieved employee, an Association representative will be allowed to be present when such agreements are being finalized between the City and the employee.

Article 36 DISCIPLINE AND DISCHARGE

36.1 No employee who has completed the initial probationary period, as defined in Article 12 of this agreement, shall be subject to discipline or discharge without just cause.

36.2 If the City determines there is just cause for demotion, suspension or discharge, the City shall provide the employee with written notice of the proposed disciplinary action, the grounds for such action, and of the right to respond both orally and in writing to the person initiating such action prior to implementing the proposed action. Such written notice shall be provided to the employee at least seven (7) calendar days prior to the proposed effective date of the action.

36.3 Upon the request of the employee, the City shall allow the employee an opportunity to consult with an Association representative or have an Association representative present as a witness during interviews or other disciplinary meetings with management representatives. The employee will be afforded an opportunity to consult with a representative before the interview takes place. However, this opportunity for representation shall not unduly delay such interviews or meetings. This section shall not apply to any interview or meeting with an employee in the normal course of duty, counseling, instruction, or other routine contact with a supervisor.

36.4 Articles 36.2 and 36.3 above shall not apply to an investigation concerned solely and directly with alleged criminal activities.

36.5 The parties acknowledge that they have negotiated to their mutual satisfaction changes in the Department policies for internal investigations into allegations of possible misconduct and investigations into the use of force. These policies shall not be changed without negotiations. In

addition, violations of the internal investigations procedure for allegations shall be grievable, as defined in Article 35 of this agreement.

- 36.6 The City auditor shall not review any file, nor make any suggestions regarding potential employee discipline until all appeals of such discipline have occurred. The City shall provide a copy of all auditor reports to the Association within one (1) week of receipt.
- 36.7 A copy of any notice of discipline to a bargaining unit member shall be provided to the Association President, or his/her designee, within seven (7) days of the notice. The City shall also provide copies of any investigation involving a bargaining unit member upon written request of the Association President, or his/her designee. If the Association has not been involved in the investigation or disciplinary proceedings, the City must receive a release from the employee prior to sending documents to the Association.
- 36.8 Any discipline which is subjected to the grievance procedure by the Association, and which is ultimately modified or overturned by an arbitrator, shall be purged from all employees' personnel files or replaced in such files by a modified discipline.

Article 37 PERSONNEL RECORDS

- 37.1 The City shall establish and maintain individual records relative to each employee, including selection, hiring, performance, discipline, evaluation, transfer, promotion, salary change, separation, and other matters relative to the status of the employee. Such records shall be collectively referred to as the personnel file. Divisions or Sections may also create and maintain employee files, which may contain duplicates of items in the City personnel file and any other information concerning the employee that would assist the supervisor in monitoring employee performance and in completing the employee's annual evaluation.
- 37.2 Personnel files of all employees shall be considered confidential in accordance with Oregon's Public Records law. Access to the Personnel files shall be limited to authorized supervisory and management employees and those clerical employees responsible for maintaining the files. Personnel files shall be available for inspection by an employee upon request. An employee may, by written authorization, grant an Association representative the right to inspect the employee's personnel files. The employee or authorized representative may receive copies of documents. A charge may be assessed for providing such copies, consistent with City policy. Nothing in this agreement shall be construed as a waiver of the Association's right to information to which it is entitled under the Public Employees Collective Bargaining Act (PECBA).
- 37.3 No information that reflects critically upon an employee shall be placed in an employee's City personnel file that has not been reviewed and signed by the employee. The employee's signature confirms only that the supervisor has discussed with, and given a copy of the material to, the employee, and does not indicate agreement or disagreement. All documents placed in the personnel file shall be dated. The employee shall have the right to attach a statement of rebuttal to any information placed in the personnel file.
- 37.4 Written reprimands shall be deemed stale after two (2) years from the incident in question unless the employee receives subsequent discipline of a like nature within that time period.

- 37.5 A suspension without pay shall be deemed to be stale after five (5) years from the incident in question unless the employee receives subsequent discipline of a like nature within that time period.
- 37.6 No documentation related to unfounded or not sustained complaints will be maintained in an employee's personnel file, used in reviews for promotions, referred to in written performance evaluations, nor relied upon as a basis for discipline or future disciplines.

Article 38 PROMOTIONS

- 38.1 Promotion to Agent: Police Officers shall be eligible for promotion to Police Agent upon satisfying the following:
- a. Must have an Intermediate Oregon certificate or have possessed a comparable certificate, as determined by the City, from another jurisdiction outside Oregon within the previous twenty-four (24) month period.
 - b. Must obtain Advanced Oregon certificate within thirty-six (36) months of appointment.
 - c. An officer's work performance/record must meet the standards established for Police Officer. If promoted to Police Agent, the officer must meet and continue to meet the standards established for Police Agent.
 - d. Have satisfactorily completed one hundred eighty (180) term hours at an accredited institution of higher learning and three (3) years of police experience, or have obtained ninety (90) points and five (5) years of police experience.
- 38.2 Earning points:
- a. One (1) point may be earned for every credit hour of satisfactorily completed courses at an accredited institution of higher learning.
 - b. One (1) point may be earned for every twenty (20) hours of approved in-service training
- 38.3 Employee rights regarding promotional processes:
- a. An employee, upon inquiring, shall have the right to be informed of the specific criteria that will be used for selection, including the areas of knowledge and the skills that will be tested. The City will provide the information in a timely manner.
 - b. An employee, who participates in a promotional process but is not a successful candidate for promotion, shall have the right, upon request, to feedback on his/her performance in the selection process. The employee may request the feedback be either oral or in written form.
 - c. An employee who is not successful in a selection process, upon providing a written statement of reasons for believing the process to have been flawed, may file a complaint under the City's formal complaint procedure (see the Employee Handbook). This provision shall not apply to employees who voluntarily withdraw from the process prior to its conclusion. The employee

shall exhaust the complaint procedure before resorting to any external process which may be available.

- d. If the City uses an assessment center, the City will insure that only trained assessors are utilized in the assessment center. Questions relating to technical exercises will not be assessed for technical dimensions by non-technical persons.
- e. When an internal promotional process is completed for any position in the bargaining unit, the City will notify all candidates of their score and, if applicable, their rank on the eligibility list for the position. The City will promote employees from an eligibility list in rank order unless the City can reasonably demonstrate a specific business reason for promoting out of order.
- f. In bargaining unit promotional processes opened for outside applicants, if all qualifications are basically equal, internal applicants will be given preference over outside applicants.

Article 39 PARKING

For non-sworn shift employees, the City parking program will set aside a block of up to fifteen (15) permits which shall be available to day shift employees and fifteen (15) permits for swing shift employees. The permits shall be available for purchase by these employees. These permits shall be for lots #15 and #16, so long as these lots remain under control of the City for parking. Should the City lose control of lots #15 and #16, this Article shall be reopened immediately.

Article 40 USE OF ALCOHOL AND DRUGS

- 40.1 Statement of Principle: The City and the Association jointly recognize that the use of drugs and alcohol, whether on or off the job which adversely affects job performance, may constitute a serious threat to the health and safety of the public, to the safety of the fellow officers, and to efficient operation of the Department.
- 40.2 Definitions:
 - a. Drugs and Alcohol - For the purposes of this Agreement, drugs and alcohol will be defined as all intoxicants and controlled substances as defined by law, excluding any substance lawfully prescribed for the employee's use.
 - b. Drug and Alcohol Test - The compulsory production and submission of urine, breath or blood by an employee in accordance with procedures contained herein for chemical analysis to detect prohibited drug and/or alcohol use.
 - c. Reasonable Suspicion - Reasonable suspicion shall be defined for the purposes of this Article as defined by Oregon law.
 - d. Under the Influence - An individual is considered to be "under the influence of intoxicants" when the individual's blood alcohol content exceeds .03%. An individual is considered to be "under the influence of a controlled substance" when a detectable amount of the substance is found in

the individual's body that may impair the individual's ability to safely and efficiently perform assigned work.

40.3 Prohibited Conduct: Except as authorized by Department policy for job-related reasons, the following conduct is strictly prohibited and may subject an employee to immediate discipline:

- a. The unlawful buying, selling, transportation, possession, providing or use of intoxicants or any controlled substances.
- b. Except as a necessary part of an official assignment, consuming intoxicants while on duty or in uniform. Employees must have their supervisor's authorization to do so.
- c. Reporting for normally assigned work with a detectible odor of alcohol on the breath, any detectible amount of alcohol in the body which results from the consumption of intoxicants, or when an employee has a detectible amount of any controlled substance found in employee's body which may impair the employee's ability to safely and efficiently perform assigned work (but excluding any substance lawfully prescribed for the employee's use if used in accordance with Article 40.10
- d. In the event that the City wishes to call out an employee to perform additional duties and the employee has consumed intoxicants, the employee will notify his or her supervisor as to the amount of intoxicants the employee has consumed, and the City will decide whether the employee will be called out to perform additional duties.
- e. Failure to report use of prescribed medication, controlled substance, and/or over-the-counter drugs as prescribed in Articles 40.10 and 40.11.
- f. Failure to notify his/her supervisor if a controlled substance is ingested unintentionally or if the employee is made to ingest a controlled substance so that appropriate medical steps may be taken to ensure the employee's health and safety.

40.4 Preconditions to Drug and Alcohol Testing: Before any employee may be tested for drugs or alcohol, the City shall select a NIDA certified laboratory or laboratories that can demonstrate experience and capability of quality control, documentation, chain of custody, technical expertise, and demonstrated proficiency in urine and blood analysis.

40.5 Grounds for Testing:

- a. Random testing of any kind is prohibited.
- b. Employees may be required to submit to drug or alcohol testing if reasonable suspicion exists that there is a violation of this Article.
- c. The City may test for those drugs for which it has reasonable suspicion that an employee may have consumed.

40.6 Testing Mechanisms: The following testing mechanisms shall be used for any test for intoxicants or controlled substances performed on members of the Association:

- a. Any urine screening shall be performed by the use of Gas Chromatography/Mass Spectrometry (GC/MS). If at any time there exists a test with higher rates of reliability than the GC/MS test, such test shall be used in place of the GC/MS test if agreed to by the Association and the City.
- b. Alcohol testing may include standard field impairment tests, breath test, and/or standard laboratory blood alcohol analysis tests.

40.7 Procedure to be Used When the Urine Sample is Given: The following procedure shall be used whenever an employee is requested to give a urine sample:

- a. Prior to testing, the employee will be required to list all prescribed medications, controlled substances, and/or over-the-counter medications currently being used. A form for this purpose will be supplied by the City. Prescribed medications or controlled substances listed must be substantiated by written communication from the attending physician.
- b. The test shall be administered in such a manner as to protect the authenticity and reliability of the sample and the privacy of the individual.
- c. Immediately after the sample is given, it will be divided into two (2) equal parts. Each of the two (2) portions of the sample will be separately sealed, labeled, and stored in a secure and refrigerated atmosphere. One (1) of the samples will then be sent or delivered to the City's designated testing laboratory. The other sample will be held for the employee until the employee either instructs that it be sent to their designated lab or destroyed.
- d. The sample will first be tested using the screening procedure set forth in 40.6.a of this Article.
- e. If the test is positive for the presence of any intoxicants or controlled substances, the employee will be notified of the positive results within twenty-four (24) hours after the City learns of the results, and will be provided with copies of all documents pertinent to the test sent to or from the City by the laboratory. The employee will then have the option, at his or her own expense, of having the untested sample submitted to a laboratory of the employee's own choosing which meets the standards specified in 40.4 of this Article.
- f. Each step in the collection and processing of the urine specimens shall be documented to establish procedural integrity and a chain of custody.

40.8 Procedure to be Used When the Blood Sample is Given: The following procedure shall be used whenever an employee is requested to give a blood sample:

- a. The employee will be transported as soon as possible to the City physician's office during normal business hours or to a local hospital during non-business hours to have the blood drawn. The test shall be given in such a manner as to protect the authenticity and reliability of the sample and the privacy of the individual.
- b. Immediately after the sample has been drawn, it will be divided into two (2) equal parts. Each of the two (2) portions of the sample will be separately sealed, labeled, and stored in a secure and refrigerated atmosphere. One (1) of the samples will then be sent or delivered to the City's designated testing laboratory. The other portion will be held for the employee until the employee either instructs that it be sent to their designated lab or destroyed.

- c. If the test is positive for the presence of alcohol, the employee will be notified of the positive results within twenty-four (24) hours after the City learns of the results and will be provided with copies of all documents pertinent to the test sent to or from the City by the laboratory. The employee will then have the option, at his or her own expense, of having the untested sample submitted to a laboratory of the employee's own choosing which meets the standards specified in 40.4 of this Article.
- d. Each step in the collection and processing of the blood specimens shall be documented to establish procedural integrity and chain of custody.

40.9 Consequences of Positive Test Results:

- a. An employee who has tested positive for the presence of intoxicants and/or controlled substances pursuant to this Article may be referred to the Employee Assistance Program or drug and alcohol counseling. An employee's participation in the Employee Assistance Program or in drug or alcohol counseling will be considered in determining what, if any, disciplinary action may be taken.
- b. An employee who tests positive may be subject to unannounced testing for a one (1) year period following the positive test. If the employee violates the terms of agreed to treatment or again tests positive during such a period, he or she shall be subject to immediate discipline, which may include discharge.

40.10 Prescribed Medications: An employee utilizing any prescribed medications or controlled substances that may affect his or her ability to safely perform assigned duties must immediately report this treatment to his or her supervisor. The use of medications or controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action. Failure to report the use of a prescribed medication or a controlled substance which the employee has been informed may affect his or her abilities to safely perform assigned duties may subject an employee to disciplinary action. In the event there is a question regarding an employee's ability to safely perform assigned duties, clearance from the employee's physician will be required.

40.11 Use of Over-the-Counter Medications: The use of over-the-counter medications are in no way prohibited. An employee ingesting an over-the-counter medication in doses that may affect his or her ability to safely perform assigned duties must report the use of the over-the-counter medication to his or her supervisor. The decision, once informed by the employee, as to whether or not the employee works his or her assigned duties shall be the responsibility of the employee's supervisor. There will be no discipline to an employee who reports to his or her supervisor the use of an over-the-counter medication which the employee feels may affect his or her assigned duties. Failure to report the use of an over-the-counter medication which the employee feels may affect his or her ability to safely perform his or her duties may subject the employee to disciplinary action.

40.12 Searches: For administration of this Article, the City may, upon reasonable suspicion, conduct searches on City property of employees and/or assigned City property and/or their personal property excluding personal vehicles parked on City property. An employee has the right to request an Association representative be present during the search, as long as the search is not unreasonably delayed by accommodating this provision. A refusal to submit to a search may result in disciplinary

action. This provision is not intended to restrict the City's right to conduct administrative searches of assigned City property for other purposes or searches related to any criminal investigation.

40.13 **Interference With Policy:** Any activity which purposely interferes with this Substance Abuse Policy will be grounds for disciplinary action which may include discharge. Examples include, but are not limited to the following: tainting, tampering, or substitution of blood or urine samples; falsifying information regarding the use of prescribed medications or controlled substances; failure to cooperate with any tests outlined in this policy to determine the presence of intoxicants or controlled substances; or failure to cooperate with any searches.

40.14 **Employee Rights:**

- a. The employee shall have the right to an Association representative up to and including the time the sample is given. However, this provision shall not unreasonably delay testing. Nothing herein shall restrict the employee's legal right to representation.
- b. If, at any point, the results of the laboratory testing procedures specified in this Article are negative, all further testing shall be discontinued. The employee will be provided with a copy of the results and all documentation on the testing will be sealed and maintained in a secure place. All test results will be kept confidential by the City.
- c. Any employee who tests positive shall be given access to all written documentation available from the testing laboratory which verifies the accuracy of the testing equipment used in the testing process, the chain of custody of the specimen, and the accuracy rate of the laboratory.
- d. If the results of the test are negative, the employee shall have the right to grieve in accordance with Article 35. If the results of the test(s) are positive, neither the Association nor the employee shall have the right to challenge whether reasonable suspicion existed for the ordering of the test.

Article 41 TIME TRADING

41.1 Time-trading will be permitted only in the event that requested time off has been denied. All time trading arrangements must be negotiated by the time-trading individuals and, except in cases of emergency, they must give the supervisor at least forty-eight (48) hours' advance notice in writing. The trade must be acceptable to the appropriate supervisor whose shift is affected. Approval will be based on ability to hold the position to be filled, and the number of consecutive hours to be worked prior to and following the trade. Such a request for a trade shall not be unreasonably denied. The employee negotiating the trade will be responsible for obtaining the approval of all those involved.

41.2 Approved trades will be made on the basis of comparable skill levels. Parties agreeing to work a trade must at least be able to perform the same skills that the other person is certified to perform at the time they work for the other person (e.g., in the Communications Center, the skills need to match so that the employee working the trade could do anything the other employee would be able to do). The ability to perform AIC Supervisory work will not be considered a skill necessary to qualify for time trade. Salary level will not be a factor. City payroll will not be affected by the process (i.e., a Communications or Records Specialist, Step 6, working for a Communications or Records Specialist, Step 1, will earn their normal monthly salary).

- 41.3 If, for any reason, the person working for the original employee does not show up as approved on the time trade, the original employee will be charged for the absence at a rate consistent with what the City paid to back fill through overtime, which is generally 1:1.5. Failure to show up for a time trade, for reasons other than sick leave, may result in the revocation of the ability to trade for the offending party. The duration of such revocation will be at the City's discretion.
- 41.4 If there is a no show or inability to work the trade as approved and the original employee is contacted by telephone, he/she will be responsible for finding an acceptable emergency replacement for his/her work shift. If he/she is unable to locate a substitute, he/she will be required to report to work as scheduled.
- 41.5 When employees work shifts as a result of time-trading, their time sheets will not reflect that those hours were worked, since the trade time and payback remains a personal matter between the trading employees and are not subject to formal record-keeping by the City. Records of trades and times owed are to be kept by the employees making the trade. The City will not become involved in disputes between employees over time owed as a result of the time-trading policy.

Article 42 COMMUNICATIONS TRAINING

- 42.1 The City agrees to the following provisions to address the training demands placed on Lead Communications Specialists:
- a. Communications Supervisors will make an effort to provide breaks, when possible, from coaching for Lead Communications Specialist's who request them. It is the responsibility of the employee to communicate his/her interest in the break to the appropriate supervisor.
 - b. Employees who wish to have time off during a dedicated coaching assignment should submit a request, and the supervisor will evaluate the request based on the stage and progress of the training.
- 42.2 Communications Specialist 2's interested in performing coaching may submit their names to the supervisors. The supervisors will establish a list which will be used to select acting-in-capacity coaches for the remainder of that year. Various factors will be considered in making coaching assignments from the list such as experience, work performance, schedule, and seniority.
- 42.3 In an effort to lessen the impact on bargaining unit employees when Communications Supervisors are on personal leave, the following special provisions will apply:
- a. When a supervisor is on personal leave for less than five (5) days and a bargaining unit employee is assigned as an acting supervisor and, because of this, a bargaining unit employee is denied time off, one (1) overtime position will be posted.
 - b. All standard posting requirements will apply, including the supervisor's ability to have an adequate time frame to post for employee sign-up.

- c. No drafts will occur to fill the overtime slot. If no one volunteers for the overtime, the employee will not be able to take the time off unless s/he can arrange a time trade. All requirements of time trading will apply including the notice requirement.
- 42.4 Communications Specialists will be assigned cross-training on the second and third dispatch positions by seniority. In order to meet the provisions of this agreement, the City may move employees for the duration of the cross-training.
- 42.5 The following dispatch training will be given priority over the cross-training offered under the terms of this agreement:
 - a. Training for probationary Communications Specialists who must be trained for at least one (1) dispatch position within the first twelve (12) months, or:
 - b. There is a business need to train at a different dispatch position necessitated by the lack of sufficient employees trained at that position.
- 42.6 The City will cross-train by seniority order except as noted above.

Article 43 TERMINATION

- 44.1 This agreement or any part of it may be terminated or renegotiated at any time by mutual consent of both parties.
- 44.2 This agreement shall be effective upon the date of the award, and shall be binding upon the City, the Association, and its members, and shall remain in full force and effect through June 30, 2008.
- 44.3 The parties acknowledge that, during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. The City and the Association, agree that should the City propose changes in existing conditions affecting or impacting mandatory subjects of bargaining during the life of this agreement, the parties will meet and attempt to negotiate the change to their mutual satisfaction. If the parties are unsuccessful in dealing with the City's proposal, the statutory negotiations process may be utilized.
- 44.4 After June 30, 2008, this agreement shall automatically be renewed from year to year and shall be binding for additional periods of one (1) year unless either the City or the Association gives written notice to the other on or about December 1 prior to the aforesaid expiration date of the agreement of its desire to modify the agreement. Negotiations shall commence within two (2) weeks of such notice. The agreement shall remain in full force and effect during the period of negotiations and any subsequent impasse proceeding.

Article 44 SAVINGS CLAUSE

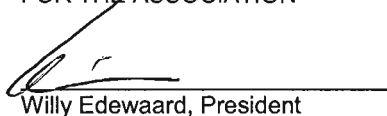

The provisions of this contract are declared to be severable and if any section, subsection, sentence, clause, or phrase of this agreement shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses, and phrases of this agreement, but they shall remain in effect, it being the intent of the parties that this agreement shall stand notwithstanding the invalidity of any part. In the event that any section, subsection, clause, or phrase of this agreement is held to be invalid or unconstitutional the parties shall meet to negotiate, if legally possible, a comparable substitute for that part.

In witness thereof, the parties to this agreement have executed the same, by their officers and agents, as duly authorized on this 17th day of May 2006.

FOR THE CITY


Dennis M. Taylor, City Manager

FOR THE ASSOCIATION


Willy Edewaard, President
Robert M. Lehner, Chief of Police
Lauren Chouinard, Human Resource and
Risk Services Director
Helen Towle, Human Resource Manager

Appendix A EPEA SALARY SCHEDULE

July 1, 2005 – June 30 2006

3% increase over 7/1/04 for all classifications

Additional 3% for Communications Specialists

Grade	Class Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
44-2	Communications Specialist 1	Hourly Annual	15.71 32,677	16.48 34,278	17.32 36,026			
46-2	Communications Specialist 2	Hourly Annual	17.32 36,026	18.17 37,794	19.09 39,707	20.03 41,662	21.04 43,763	22.13 46,030
48-2	Communications Specialist Lead	Hourly Annual	18.97 39,458	20.03 41,662	21.04 43,763	22.13 46,030	23.20 48,256	24.38 50,710
46-3	Community Service Officer A	Hourly Annual	15.54 32,323	16.29 33,883	17.16 35,693	17.97 37,378	18.89 39,291	19.84 41,267
48-1	Community Service Officer B	Hourly Annual	17.16 35,693	17.97 37,378	18.89 39,291	19.84 41,267	20.83 43,326	21.87 45,490
50-2	Community Service Officer C	Hourly Annual	18.89 39,291	19.84 41,267	20.83 43,326	21.87 45,490	22.97 47,778	24.11 50,149
55-1	Forensics Analyst	Hourly Annual	23.79 49,483	24.99 51,979	26.24 54,579	27.57 57,346	28.92 60,154	30.34 63,107
50-1	Forensics Technician	Hourly Annual	19.56 40,685	20.54 42,723	21.55 44,824	22.63 47,070	23.76 49,421	24.98 51,958
55-2	Police Agent	Hourly Annual	23.26 48,381	24.41 50,773	25.66 53,373	26.93 56,014	28.27 58,802	29.66 61,693
43-0	Police Clerk	Hourly Annual	13.87 28,850	14.57 30,306	15.27 31,762	16.07 33,426	16.87 35,090	17.73 36,878
52-0	Police Officer	Hourly Annual	21.17 44,034	22.22 46,218	23.32 48,506	24.48 50,918	25.73 53,518	27.01 56,181
45-0	Police Property Specialist	Hourly Annual	15.27 31,762	16.07 33,426	16.87 35,090	17.73 36,878	18.60 38,688	19.56 40,685
44-1	Records Specialist A	Hourly Annual	14.57 30,306	15.27 31,762	16.07 33,426	16.87 35,090	17.73 36,878	18.60 38,688
46-1	Records Specialist B	Hourly Annual	16.07 33,426	16.87 35,090	17.73 36,878	18.60 38,688	19.56 40,685	20.54 42,723
44-1	Senior Police Clerk	Hourly Annual	14.57 30,306	15.27 31,762	16.07 33,426	16.87 35,090	17.73 36,878	18.60 38,688

Appendix B EPEA SALARY SCHEDULE

July 1, 2006 – June 30 2007

3.5% increase over 7/1/05 for all classifications

Additional 1% for Communications Specialists

Grade	Class Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
44-2	Communications Specialist 1	Hourly Annual	16.42 34,154	17.23 35,838	18.11 37,669			
46-2	Communications Specialist 2	Hourly Annual	18.11 37,669	18.99 39,499	19.96 41,517	20.94 43,555	22.00 45,760	23.13 48,110
48-2	Communications Specialist Lead	Hourly Annual	19.83 41,246	20.94 43,555	22.00 45,760	23.13 48,110	24.25 50,440	25.49 53,019
46-3	Community Service Officer A	Hourly Annual	16.08 33,446	16.86 35,069	17.76 36,941	18.60 38,688	19.55 40,664	20.53 42,702
48-1	Community Service Officer B	Hourly Annual	17.76 36,941	18.60 38,688	19.55 40,664	20.53 42,702	21.56 44,845	22.64 47,091
50-2	Community Service Officer C	Hourly Annual	19.55 40,664	20.53 42,702	21.56 44,845	22.64 47,091	23.77 49,442	24.95 51,896
55-1	Forensics Analyst	Hourly Annual	24.62 51,210	25.86 53,789	27.16 56,493	28.53 59,342	29.93 62,254	31.40 65,312
50-1	Forensics Technician	Hourly Annual	20.24 42,099	21.26 44,221	22.30 46,384	23.42 48,714	24.59 51,147	25.85 53,768
55-2	Police Agent	Hourly Annual	24.07 50,066	25.26 52,541	26.56 55,245	27.87 57,970	29.26 60,861	30.70 63,856
43-0	Police Clerk	Hourly Annual	14.36 29,869	15.08 31,366	15.80 32,864	16.63 34,590	17.46 36,317	18.35 38,168
52-0	Police Officer	Hourly Annual	21.91 45,573	23.00 47,840	24.14 50,211	25.34 52,707	26.63 55,390	27.96 58,157
45-0	Police Property Specialist	Hourly Annual	15.80 32,864	16.63 34,590	17.46 36,317	18.35 38,168	19.25 40,040	20.24 42,099
44-1	Records Specialist A	Hourly Annual	15.08 31,366	15.80 32,864	16.63 34,590	17.46 36,317	18.35 38,168	19.25 40,040
46-1	Records Specialist B	Hourly Annual	16.63 34,590	17.46 36,317	18.35 38,168	19.25 40,040	20.24 42,099	21.26 44,221
44-1	Senior Police Clerk	Hourly Annual	15.08 31,366	15.80 32,864	16.63 34,590	17.46 36,317	18.35 38,168	19.25 40,040

APPENDIX C EPEA PREMIUM PAY PLAN

PREMIUM PAY PLAN COMPONENTS

SWORN

Eligibility Criteria - for any sworn officer to qualify for premium pay, they must first meet the following minimum threshold requirements:

- Serve three (3) continuous years in the bargaining unit
- Maintain the standards for satisfactory work performance for the classification

Maximum Benefit - No Police Officer shall receive more than fifteen percent (15%) award under this plan. No Police Agent shall receive more than ten percent (10%) award under this plan. The percentage will be added to an employee's base wage as indicated in Appendix A.

Premium Pay Elements

Education

- AA/S or equivalent credits (90 quarter/60 semester hours)
from an accredited college or university 2 ½%
- OR
- BA/S from an accredited college or university 5%

Certification Pay

Police Officer

- Intermediate Certificate 5%
- OR
- Advanced Certificate 10%

Police Agent

- Advanced Certificate 5%

Seniority

- For each ten (10) years of continuous service in a sworn capacity
in the bargaining unit 1%

NON-SWORN

Eligibility Criteria - for any non-sworn EPEA employee to qualify for premium pay they must first meet the following minimum threshold requirements:

- Serve three (3) continuous years in the bargaining unit
- Maintain the standards for satisfactory work performance for the classification

Community Service Officers and Forensic Analysts

Maximum Benefit - no employees in these classes shall receive more than ten percent (10%) award under this plan.

Premium Pay Elements

Education

- AA/S or equivalent credits (90 quarter/60 semester hours)
from an accredited college or university 2 ½%
- OR
- BA/S from an accredited college or university 5%

Seniority

- For each five (5) continuous years in the bargaining unit 1%

Communications Specialists

Maximum Benefit - no employees in these classes shall receive more than ten percent (10%) award under this plan.

Premium Pay Elements

Education

- AA/S or equivalent credits (90 quarter/60 semester hours)
from an accredited college or university 2 ½%

Cross Training

- Trained, proficient and available to work in two (2) dispatch positions 2%
- OR
- Trained, proficient and available to work in all three (3) dispatch positions 5%

Seniority

- For each five (5) continuous years in the bargaining unit 1%

All Other Non-Sworn Classifications (Senior Police Clerk, Records Specialist A and B, Police Property Specialist, Forensic Technician)

Seniority

- For each five (5) continuous years in the bargaining unit 1%

PREMIUM PAY PLAN ADMINISTRATION

Mandatory Standards

To be eligible for the premium pay program, employees must meet the minimum mandatory standards prior to the premium pay being awarded. The City agrees to bargain any change in these standards with the Association.

Education

Employees who become eligible for the education pay during the term of the contract must provide the City with proof of their eligibility. The award will be effective the beginning of the pay period following receipt by the City of the documentation.

Certification Pay

Employees who become eligible for the certification pay during the term of the contract must provide the City with proof of their eligibility. The award will be effective the beginning of the pay period following receipt by the City of the documentation.

Seniority

If employees become eligible for seniority pay during the term of the contract, the award will begin the beginning of the pay period following the date of eligibility.

Cross-Training

Communication Specialists who are fully trained, proficient, and available to work in the specified number of dispatch positions will receive the premium pay. During the term of the contract, employees who become eligible will receive the premium pay the beginning of the following pay period.

Premium pay for EPEA represented employees will be included in the gross wages reported to PERS.

APPENDIX D SUMMARY OF BENEFITS*
FOR
CITY OF EUGENE EPEA-REPRESENTED EMPLOYEES
Effective July 1, 2005

BENEFITS	City Health Plan (PPO) Administered by ODS Health Plans	City Managed Care Plan (POS) Administered by ODS Health Plans
General Information		
Benefit Levels	The City Health Plan uses the ODS /Providence Vantage Preferred Provider Organization (PPO) network. Benefit levels after the deductible: ➤ In-Network provider: 80% of discounted rates; ➤ Non-Network provider: 50% of reasonable and customary charges.	Under the City Managed Care Plan, it is necessary for you and your covered dependents to choose a Primary Care Practitioner (PCP). Benefits are paid at the highest level when provided or referred by your PCP. Most Non-Network provider benefits are 50% of reasonable and customary charges after co-pay.
Service Area	Worldwide. Service area includes all Oregon counties. Also Pacific, Wahkiakum, Cowlitz, Clark, Skamania, Klickitat, Benton, Walla Walla Counties in Washington state.	Worldwide. Service area includes all Oregon counties. Also Pacific, Wahkiakum, Cowlitz, Clark, Skamania, Klickitat, Benton, Walla Walla Counties in Washington state.
Choice of Physician	Any qualified physician. While in the service area, you must use a network provider or hospital to receive in-network benefits.	Except for Alternate Care, you must use or be referred by your City Managed Care Plan PCP to be paid at the highest benefit level.
Calendar Year Deductibles – Medical and Dental	\$100 per person medical deductible; \$300 maximum per family. \$25 per person dental deductible; \$75 maximum per family. All benefits paid after the deductible is met unless otherwise noted.	No deductible for medical coverage. Covered under City Health Plan dental coverage.
Out-of Pocket Medical Maximums	\$750 per person each calendar year in addition to the deductible for covered services. Once this limit has been met, eligible charges are covered in full for remainder of calendar year.	\$1,000 per person each calendar year.
Lifetime Max. Benefit	\$2,000,000	\$2,000,000 for medical coverage.

**This comparison of benefits summarizes the general benefits under each plan. It does not provide a full description of benefits. Please contact ODS for further information.*

BENEFITS		City Health Plan (PPO) Administered by ODS Health Plans	City Managed Care Plan (POS) Administered by ODS Health Plans
Pre-existing Conditions			
	Open enrollment	If you have been enrolled for 6 consecutive months in one of the City's health plans, you may transfer at open enrollment without any pre-existing condition limitations.	
	New Eligible Employees & Dependents (Does not apply to newborn or adopted children or pregnancy related conditions)	Benefits limited to \$2,000 during the first 6 months for illness or injuries for which you received treatment in the 90 days before coverage began. The exclusion period will be reduced by creditable coverage under another health plan.	No pre-existing condition limitations under the City Managed Care Plan.
Eligible Dependents		Spouse or domestic partner and dependent children.	Spouse or domestic partner and dependent children.
Dependent Children		In addition to other policy requirements, unmarried, dependent children under age 19; or under age 25 if a full-time student in an accredited school. Students must be enrolled for 12 or more class hours per week.	In addition to other policy requirements, unmarried, dependent children under age 19, or under age 23 if they are full-time students (as defined by the policy).
Claims Filing		Claim forms may be submitted by either the patient or the provider.	No claim forms needed for the City Managed Care Plan.
For more information		ODS Health Plans Portland Office: (800) 575-9295 Human Resource & Risk Services: (541) 682-8868	
Note: Benefits described below for the health plan options assume plan members receive services preauthorized by their City Managed Care Plan PCP or through the City Health Plan PPO.			
Hospital Services			
Semi-private Room and Board		80% after deductible (Subject to compliance with utilization review)	Paid in full after \$50 co-pay per day (\$250 maximum per stay).
Maternity Care			
Hospital Services including Caesarean Sections and Newborn Care		Covered the same as any other medical condition; routine hospital nursery care covered from date of birth; 100% after deductible for delivery at licensed birthing center	Covered in full for outpatient delivery. Inpatient delivery covered in full after \$50 co-pay per day (\$250 maximum per stay)
Physician Hospital Services including Prenatal, Delivery and Postnatal Care of Mother and Child		80% after deductible.	Covered in full after \$25 co-pay per pregnancy

BENEFITS		City Health Plan (PPO) Administered by ODS Health Plans	City Managed Care Plan (POS) Administered by ODS Health Plans
Physician Services			
Office Visits		80% after deductible; 80% no deductible for treatment of accidental injury.	Covered in full after \$10 co-pay per visit.
Allergy Injections		80% after deductible.	Covered in full.
Hospital Visits		80% after deductible.	Covered in full.
Surgery/Delivery			
	Inpatient	80% after deductible.	Covered in full.
	Outpatient	100% no deductible.	Surgery covered in full. \$10 office visit co-pay if performed in physician's office.
Preventive and Well-Care Services			
Periodic Physical Exams (eligibility by age)		Covered at 80% to a maximum benefit of \$250; no deductible.	Covered in full after \$10 co-pay per visit.
Well-Baby/Child Care		Covered at 80% during first 24 months; no deductible.	Covered in full after \$10 co-pay per visit (subject to schedule).
Immunizations		Covered only under Well-Baby care.	Covered in full.
Breast, Pap and Pelvic Exams, Mammography		Covered at 80% once every 12 months; no deductible.	Covered in full after \$10 co-pay (one per calendar year). Mammography subject to schedule of eligibility.
Outpatient Services			
X-Ray, Lab Tests and Radiation Therapy		80% after deductible for illness; 80% no deductible for treatment of accidental injury.	Covered in full.
Rehabilitation (Physical Therapy)		80% after deductible if prescribed by physician.	Covered in full after \$10 co-pay per session; limited to 30 sessions/yr. (combined with Occupational & Speech Therapy). Must be preauthorized.
Occupational and Speech Therapy		80% after deductible for certain medical conditions if prescribed by physician.	Covered in full after \$10 co-pay per session; limited to 30 sessions/yr. (combined with Physical Therapy). Must be preauthorized.

BENEFITS	City Health Plan (PPO) Administered by ODS Health Plans	City Managed Care Plan (POS) Administered by ODS Health Plans
Special Provisions		
Mental Health Services & Chemical Dependency including Alcoholism	Benefits provided in accordance with state and federal requirements.	Benefits provided in accordance with state and federal requirements.
Emergency Care		
Within Service Area	80% after deductible for treatment of illness; 80% with no deductible for treatment of accidental injury.	\$50 co-pay per visit; waived if admitted.
Outside of Service Area	80% after deductible for treatment of illness; 80% with no deductible for treatment of accidental injury.	\$50 co-pay per visit; waived if admitted.
Emergency Transportation	80% after deductible for local ambulance service.	\$50 per trip; waived if admitted. Air ambulance covered when preauthorized.
Other Medical Treatment		
Alternate Care	Acupuncture and Chiropractor: 80% after deductible.	Services of Licensed Chiropractors, Licensed Massage Therapists, Registered Acupuncturists and Registered Dietitians; and office visits to Licensed Naturopaths: \$10 co-pay per visit, up to 12 visits (12 total visits combined for all types of alternate care providers) per year.
Home Health Care	Covered in full after deductible when provided by RN or registered physical therapist and prescribed by a physician.	Covered in full when preauthorized.
Hospice Care	Covered in full after deductible.	Covered in full when preauthorized.
Prescription Drugs (See ODS Health Plans current Preferred Drug Chart)	<u>Retail</u> (Benefit after deductible): Generic: \$10 co-pay Others: 20% co-pay <u>Mail Order (Walgreens)</u> : Generic: \$10 co-pay Preferred: \$20 co-pay Non-Preferred: \$25 co-pay or 25%, whichever is greater (with a \$50 cap)	Not covered except as an inpatient hospital service.
Podiatrist	80% after deductible.	Covered in full after \$10 co-pay for non-routine foot care when preauthorized by a PCP.

BENEFITS	City Health Plan (PPO) Administered by ODS Health Plans	City Managed Care Plan (POS) Administered by ODS Health Plans
Prosthetic Devices (Pacemaker, artificial limb, etc.)	80% after deductible for devices replacing body functions.	80% for initial device replacing body function when obtained while covered by this Plan and when need first arises.
Durable Medical Equipment	Rental covered at 80% after deductible when prescribed by a physician (up to the purchase price of rental).	Covered at 80%.
Hearing and Vision		
Hearing Analysis	Covered at 80% when prescribed by physician for medical problems.	Routine hearing exams covered in full after \$10 co-pay for children under age 18 once every 24 months when performed by PCP.
Eye Exams	80% with no deductible up to \$60 once every 12 months.	Covered in full after \$10 co-pay for children under age 18 once every 24 months. Adults covered under the City Health Plan vision coverage.
Prescription Lenses	Lenses and frames or cosmetic contacts covered once every 24 months with examination. Frames \$50 Single lens \$20 per lens Bifocals \$30 per lens Cosmetic Contacts \$70 (both lenses) \$60 per lens for contacts required after cataract surgery or if vision cannot be corrected to 20/70 without such lenses. Covered once every 24 months.	Covered under the City Health Plan vision coverage.
Dental*		
Preventive Dental Care-Exams, Bite-Wing X-Rays, Fluoride, and Routine Cleaning	100% no deductible.	Covered under the City Health Plan dental coverage.
Fillings, Restorative Crowns, Denture Repairs	80% after \$25 deductible.	Covered under the City Health Plan dental coverage.

BENEFITS	City Health Plan (PPO) Administered by ODS Health Plans	City Managed Care Plan (POS) Administered by ODS Health Plans
Initial and Replacement Dentures and Bridgework	50% after \$25 deductible. Covered only if previous denture or bridgework is more than five years old, and teeth were removed while the covered person was eligible for coverage under this plan.	Covered under the City Health Plan dental coverage.
Orthodontia	50% with no deductible. \$2,000 lifetime maximum per covered person.	Covered under the City Health Plan dental coverage.
Maximums	First calendar year of coverage: \$250. Each succeeding calendar year: \$1,250.	First calendar year of coverage: \$250. Each succeeding calendar year: \$1,250.
<i>*The City's dental plan utilizes participating dentists who have contracts with ODS. Benefit levels for non-participating dental providers are based on the prevailing fee level for covered services.</i>		

For a list of exclusions under your plan, call Human Resource and Risk Services at (541) 682-5061.

INDEX

Act in a capacity	12
Arbitration	11, 23, 24, 33
Association business	3, 4, 5
Association representatives	3, 4, 5, 33
Bargaining unit	1, 7, 12, 13, 37, 47
Bulletin boards	5, 6
Business days	34
Callback	14, 15, 17, 20
Canine officers	20
Certification pay	48
Classifications	1, 10, 13, 57, 59
Clothing allowance	32
Coaching	12, 42
Compassionate leave	29, 30
Compensatory time	8, 14, 17, 19, 30
Defense and indemnification	22
Deferred compensation plan	27
Discipline	23, 34, 35, 36, 38, 40
Draft	16, 17, 18, 43, 63, 65, 66
Drugs and alcohol testing	37
Dues	1
Employee Assistance Program	25, 40
Employee representation	3
Extra-duty overtime	18
Fair share	1, 2
Family medical leave	31
Field training officer	12, 62, 68
Flexible work hours	16, 19
Grievance	3, 4, 10, 11, 13, 23, 32, 33, 34, 35
Health insurance	24, 25, 28, 30
Holdover	16
Holidays	20, 21
IAP account	26
Investigations	20, 34, 58
Jury duty	30
Layoff	10, 11
Lead positions	12
Leave without pay	7, 28, 30, 31
Life insurance	24
Long-term disability	27
Management rights	2
Merit increase	13
Mileage reimbursement	31
Military leave	7, 31
Outside employment	6, 7
Overtime	5, 13, 14, 15, 16, 17, 18, 19, 20, 42, 43, 58, 63, 65, 66, 67

Parking	37
Part-time	7, 14, 18, 21, 25, 28
PERS	29, 48
Personal time	7, 17, 18, 20, 27, 30
Personnel file	35, 36
Phone calls	13, 20
Physical exams	25, 26
Premium pay	47, 48
Primary vacation	7, 8, 9
Probation	10, 34
Probationary period	10, 34
Promotion	35, 36
Reasonable Suspicion	37, 38, 40, 41
Recall status	11
Regular employee	1, 10, 31
Reserve officers	2
Rotational assignments	12
Salaries	1, 13
Salary Schedule	45, 46
Seniority	7, 8, 9, 10, 11, 17, 18, 22, 30, 31, 42, 43, 47, 48
Sick leave	7, 27, 28, 29, 30, 42
Special skills	9, 10, 11, 18
Standby	15, 22
Strike	3, 33
Subcontracting	2, 3
temporary employees	1
Temporary employees	1
Time off in lieu of holidays	20
Time off requests	7, 8, 9
Time trading	41, 43
Training	3, 4, 10, 12, 15, 16, 17, 18, 19, 20, 30, 36, 42, 43, 48
Transfer	2, 11, 32, 35, 50
Unscheduled overtime	17
Vacations	8, 9, 21
Work day	8, 14, 15, 16, 17, 19, 30
Work period	14, 15, 16, 20
Work unit	7, 8, 16, 17, 18, 32
Working conditions	11, 13